

## **2 FAM 100**

# **POST MANAGEMENT**

## **2 FAM 110**

# **POST ORGANIZATION**

*(TL:GEN-308; 09-03-2003)*  
*(Office of Origin: M/P)*

## **2 FAM 111 POLICY AND SCOPE**

### **2 FAM 111.1 General Policies**

#### **2 FAM 111.1-1 Openness in Post Operations and Management**

*(TL:GEN-296; 10-01-1999)*

a. As a matter of general policy, the chief of mission, the deputy chief of mission, and the principal officer of a consular post shall encourage and support the free exchange of ideas and criticism throughout the mission. Staff members are encouraged to make known their ideas and opinions on operations, management, and all other activities of the post. Persons who may conclude, after carefully weighing all views, that they cannot concur in a report or recommendation are free to submit a dissenting statement including use of the Dissent Channel, without fear of pressure or penalty. See 2 FAM 070.

b. While staff members should make every effort to resolve differences within the mission, the policy of openness is intended to encourage the candid debate which at times may be necessary to reach a consensus on issues within a mission without appeals to the Department.

#### **2 FAM 111.1-2 Promoting Cordial Relations**

*(TL:GEN-296; 10-01-1999)*

Members of the Foreign Service, as the official representatives of the United States abroad, not only are responsible for conducting specific items of official business of their government and its citizens as the need arises, but they shall at all times endeavor to promote good will toward the United States and to maintain cordial relations between their country of assignment and the United States. They must exercise normal caution lest any avoidable act, either of commission or omission, might be interpreted as interference in internal host country affairs. Examples of actions to be

avoided include participation in pro-governmental or anti-governmental partisan actions or demonstrations.

## **2 FAM 111.1-3 Official Contact with Foreign Governments**

(TL:GEN-296; 10-01-1999)

a. Under ordinary conditions, all official contact between the U.S. Government and that of a foreign country is through a diplomatic mission.

b. Subordinate Foreign Service posts are responsible for maintaining contact with the local government authorities of their districts and with representatives of other countries located in the districts.

c. Principal posts located in territories and other dependencies have the representational and contact responsibilities with respect to the local government and, in the absence of instructions to the contrary, are the sole medium for official communication with local government officials.

d. All direct correspondence with foreign governments is through the diplomatic mission, except that other Foreign Service posts correspond directly with local, provincial, municipal governments, etc. The style, language, and format of formal correspondence with the foreign office and foreign missions are prescribed in 5 FAH-1, *Correspondence Handbook*. Posts must send to the responsible Department office director copies of important notes between posts and foreign governments. Include translations of documents in a foreign language, provided translation facilities are available at the post. If not, send the documents to the Department in the foreign language, together with a brief summary in English of whatever points may be considered of immediate importance. Retirement of post copies of these notes is covered by 5 FAH-4; see also 5 FAM 430.

## **2 FAM 111.1-4 Recognition Policy and Post Activities During Periods of Severance of Diplomatic Relations or the Recall of U.S. Mission**

(TL:GEN-296; 10-01-1999)

a. Occasionally, changes of governments in foreign countries or other circumstances bring about the severance of diplomatic relations, the temporary or permanent recall of the U.S. mission, or reductions in the level or size of the diplomatic representation.

b. Diplomatic relations are maintained between states, not governments. The absence of a government that has clear control or that has obtained power through legitimate means does not automatically result in a rupture of diplomatic relations. The Department's basic policy is not to address the issue of recognition of governments. Thus the

mission in the country in which a change has occurred is instructed to continue normal contact and monitor the situation closely to determine whether the new regime has effective control over the country. Signing of new agreements or similar arrangements, or significant bilateral actions, is normally avoided during this period. Finally, after thorough review of the situation, full-scale diplomatic contacts may be continued without specific events constituting an act of recognition.

c. Consistent with this general policy, U.S. diplomatic officers should, in most cases, carry on normal activities with members of the new regime, without raising the issue of, or responding to questions concerning, recognition of governments.

d. In rare circumstances, statements of U.S. recognition or non-recognition are used to signal U.S. support for or opposition to a new government. Where the chief of mission has informed mission diplomatic staff that the U.S. Government intends to use non-recognition as a policy tool, U.S. diplomatic officers shall take no affirmative act implying recognition of a new regime. In such cases, the Department or Chief of Mission will issue guidelines for handling contacts with host state personnel. In instances of civil disturbance or in other circumstances requiring protection of U.S. citizens or property, the principal officer requests action informally of the de facto authority (the governmental power actually able to extend protection). In making this request, the principal officer shall avoid the subject of recognition but if the question is raised explicitly, indicate that there is no intent to recognize the regime.

e. In some cases, a rupture of diplomatic relations or permanent or temporary recall of members of a mission may occur. In such cases, U.S. official interests are normally looked after by the embassy of a friendly government acting as protecting power. In addition, as circumstances warrant, special arrangements are sometimes made to permit continuance of an official U.S. presence and diplomatic contacts for special purposes. An example is the maintenance of an U.S. Interest Section, staffed by the Foreign Service or by third state nationals in the embassy of the protecting power. Some direct contacts can thereby continue and some business can be transacted, though on a limited basis. In such circumstances, the amount and kind of official business, and the nature of social and official contacts, will depend on instructions from the Department.

## 2 FAM 111.1-5 Country Clearance

(TL:GEN-296; 10-01-1999)

All U.S. Government temporary duty (TDY) personnel (other than personnel under the command of an U.S. area military commander) must obtain country clearance from the COM before entering a country on official business. COMs may refuse country clearance, or may place conditions or restrictions on TDY personnel, as they consider necessary.

## 2 FAM 111.2 Definitions

(TL:GEN-308; 09-03-2003)

a. **American Presence Post (APP)** is a special purpose post with limited staffing and responsibilities. It is established as a consulate under the Vienna Convention.

b. **Branch office** is an integral part of an embassy which is located at another location in the host country.

c. **Chief of mission (COM)** is the principal officer in charge of a diplomatic mission of the United States or of a United States office abroad which is designated by the Secretary of State as diplomatic in nature, including any individual assigned under section 502(c) of the Foreign Service Act of 1980 (Public Law 96-465 as amended) to be temporarily in charge of such a mission or office. See 22 U.S.C. 3982(c).

c. **Consular agency** is the office of a consular agent, who is appointed by the Secretary of State and serves under the supervision of the principal consular officer in the district.

d. **Commander-in-Chief (CINC)** is a U.S. military area commander.

d. **Consular office** is any consulate general, consulate, or consular agency.

e. **Consulates general** and **consulates** may participate in most foreign affairs activities and vary in size and scope.

f. **Mission** is any Foreign Service post designated as an embassy or a legation and maintained to conduct normal continuing diplomatic relations between the Government of the United States and other governments or between the United States and public international organizations. Apart from permanent missions, "special missions" may be established to achieve a diplomatic purpose of a special character not identified with the normal continuing diplomatic functions.

g. **Post** is any Foreign Service establishment maintained by the United States abroad. It may be designated as a mission or a consular office, or given a special designation for particular purposes, such as United States Liaison Office, U.S. Interests Section, etc. Principal officers head posts. "Principal posts" are those at the highest organization level within a particular country. "Subordinate posts" are posts of lesser organizational significance than the principal post.

h. **Principal officer** is the officer in charge of a diplomatic mission, a consular mission (other than a consular agency), or other Foreign Service post.

i. **Special purpose post** operates on a curtailed basis in conjunction with a larger post known as the "administrative" post.

j. **U.S. Interests Section** is a post in a country with which the United States does not have diplomatic relations and therefore is attached to the embassy of the protecting power.

## 2 FAM 111.3 Authorities

(TL:GEN-308; 09-03-2003)

a. **Foreign Service Act of 1980** (*Public Law 96-465*) Section 207 (U.S.C. 3927) defines COM authority over Executive Branch personnel in their countries, as well as the basic relationships between the Department of State and other departments, agencies, and offices of the U.S. Government.

b. **Foreign Assistance Act of 1961** as amended (*Public Law 87-195*) provides for certain members of the U.S. Armed Forces to come under the COM's authority.

c. **Diplomatic Security Act of 1986** (*Public Law 99-399*) charges the Secretary for the security of U.S. Government operations and personnel abroad, empowering the Secretary to coordinate U.S. Government personnel and establish appropriate staffing levels for missions.

d. **NSDD-38** is a National Security *Decision* ("Staffing at Diplomatic Missions and Their Constituent Posts") providing authority for Chief of Mission authority to determine the size, composition, or mandate of personnel operating under their authority. This is the preferred procedure for implementing provisions of the Diplomatic Security Act of 1986 (paragraph c, above). See 2 FAM 111 Exhibit 2 FAM 111.3.

e. **FY1989 Foreign Operations Appropriations Bill**. Provides certain exemptions for USAID Regional Inspector General (USAID/RIG) staffing from the Secretary's staffing authority.

f. **Foreign Affairs Reform and Restructuring Act of 1997** (*Public Law 105-77*). Provided for the reorganization of ACDA and USIA functions within the Department of State, and certain other actions concerning USAID.

g. **President's letter of instruction to Chiefs of Missions.** This letter is sent to each COM upon assumption of office and charges the COM to exercise responsibility for Executive Branch personnel in his or her country, and to protect all U.S. Government personnel on official duty abroad.

h. **State-Justice-Treasury Memorandum of Understanding of 1996** sets forth the authorities of the COM in relation to law enforcement personnel abroad and outlines agreed principals with respect to the coordination of law enforcement.

i. **State-DOD Memorandum of Understanding of 1997** revises an earlier 1996 MOU, and covers the general security of certain DOD elements and personnel not under the command of an area military commander (CINC). See 2 FAM 111 Exhibit 2 FAM 111.3i.

j. **DEPARTMENT OF STATE/GENERAL ACCOUNTING OFFICE MEMORANDUM OF UNDERSTANDING** (12/15/1988) covers the authorities of the COM in regard to GAO staff. See 2 FAM 111 Exhibit 2 FAM 111.3j.

k. **DEPARTMENT OF STATE/LIBRARY OF CONGRESS MEMORANDUM OF UNDERSTANDING** (3/14/89) covers the authorities of the COM in regard to LOC staff. See 2 FAM 111 Exhibit 2 FAM 111.3k.

j. Other authorities (statutory, executive order, MOUs, etc.) as applicable.

## **2 FAM 112 MISSION ORGANIZATION**

### **2 FAM 112.1 Integrated Mission Structure**

(*TL:GEN-308; 09-03-2003*)

a. The U.S. mission is an integrated structure, usually headed by an ambassador, who is the personal representative of the President. The mission is comprised of all United States agencies (except those agencies under the command of a United States area military commander) represented in the country such as USAID, Foreign Agricultural Service, Foreign Commercial Service, Peace Corps, military groups, law enforcement, and Defense attachés, as well as the traditional functions concerned with political, economic, commercial, labor, consular, science, administrative, and related affairs.

b. The precise structure of a mission is to be determined by the chief of mission in the light of local circumstances and the specific nature and scope of function assigned to the post. The chief of mission may, for example, at that officer's discretion, establish one functional section for both political and economic activities; structure consular establishments to suit local needs (including recommendations to Washington, DC headquarters for the appointment of consular agents); and initiate requests for the consolidation of all administrative activities at post. Organizational changes requiring an increase in staff, or affecting large specialized subordinate missions such as USAID, Department of Agriculture (Foreign Agricultural Service and Animal, Plant, and Health Inspection Service), Foreign Commercial Service, or the Peace Corps, in particular, should be submitted in advance for appropriate Washington, DC headquarters review and concurrence.

## **2 FAM 112.2 Decentralized Authority**

*(TL:GEN-296; 10-01-1999)*

It is Department policy to delegate to the chief of mission the authority for determining the organization and administration of post activities.

## **2 FAM 113 MISSION FUNCTIONAL RESPONSIBILITIES**

### **2 FAM 113.1 Chief of Mission and Principal Officer**

*(TL:GEN-308; 09-03-2003)*

a. See also 1 FAM 013.2.

b. Each U.S. mission is under the direction of a chief of mission, who is an ambassador or chargé d'affaires, of the United States and the official spokesperson to the government or international organization to which accredited. Under the direction of the President and the general supervision of the Secretary of State, the chief of mission is in charge of the entire U.S. diplomatic mission and supervises all of its activities. The chief of mission's authority encompasses not only the personnel of the Department of State and the Foreign Service, but also personal representatives of other U.S. Executive Branch agencies (excluding those personnel under the command of a U.S. area military commander) which have programs or activities in the country (see 1 FAM 013.2).

c. The chief of mission bears a special responsibility for integrating the activities of all posts under that officer's supervision in a planned and effective Mission Performance Plan, and is responsible for the effective and secure operation and overall performance of such posts.

d. While differences in emphasis at various Foreign Service missions will occur, depending on the size of the mission and the dynamics of the particular country, chiefs of mission, under the general supervision of the Secretary of State, perform a wide range of functions which include, but are not limited to:

(1) Represent the interests of the United States in relation to foreign countries and international organizations, and perform the functions relevant to their appointments and assignments, including giving special attention to opening and expanding markets for U.S. exports; to halting arms proliferation, preventing, resolving, and containing conflict, and countering terrorism and international crime; to upholding basic human rights principles; and to promoting international cooperation to address global problems including the environment and population, narcotics production and trafficking, refugees, migration, and humanitarian assistance;

(2) Have full responsibility for the direction, coordination, and supervision of all U.S. Government Executive Branch employees in that country (except for employees under the command of a U.S. area military commander);

(3) Keep fully and currently informed with respect to all activities and operations of the U.S. Government within that country, and ensure that all U.S. Government Executive Branch employees in that country (except for employees under the command of a U.S. area military commander) comply fully with all applicable COM directives;

(4) Manage all U.S. executive branch resources at diplomatic missions and constituent posts including deciding on formal requests from all U. S. agencies for any change in the size, composition, or mandate of their staffing and establishing an effective system of internal controls to prevent waste, fraud, and mismanagement;

(5) Develop policies and programs for the protection of all U.S. Government personnel on official duty abroad (other than those personnel under the command of a U.S. area military commander) and their accompanying dependents;

(6) Perform functions on behalf of any agency or other U.S. Government establishment (including any establishment in the legislative or judicial branch) requiring their services;

(7) Maintain close relations with officials of host government departments, particularly those responsible for activities of major interest to the United States;



(8) Under the direction of the Department, make representations to obtain support for specific U.S. policies or positions and to dissuade foreign governments from courses of action contrary to U.S. interests;

(9) Negotiate treaties and agreements as the Department directs and report any significant violations of existing agreements;

(10) Observe, analyze, and on a highly selective basis, report significant political, economic, and societal developments occurring abroad;

(11) While keeping appropriate, systematic contact with all significant elements, maintain in particular a coordinated effort to establish relations with potential leaders from all levels of society, including those outside the power structure, with a view to ensuring an accurate U.S. understanding of the society and of possible social, economic and political change;

(12) Estimate the effects, which might be anticipated locally from implementation of alternative United States policy programs currently under consideration;

(13) At the discretion of the post or at the direction of the Department, make recommendations to the Department on possible courses of action, and counsel as to which U.S. programs abroad are necessary and feasible to implement the chosen policy and which should be abandoned or modified in the light of changed circumstances;

(14) Advise, protect, and assist U.S. citizens abroad;

(15) Brief U.S. officials and citizens on conditions in the host country and assist foreign officials and citizens in planning visits to the United States;

(16) Maintain liaison with international agencies or their representatives operating in the host country and report on their activities, especially where there is no direct U.S. representation;

(17) Obtain clearances for visits of U.S. naval vessels, scientific expeditions, merchant marine training ships, government aircraft, etc.;

(18) Attend local official and unofficial ceremonies and perform representational activities; and

(19) Perform special duties or activities as directed.

### **113.1-1 Principal Officers at Subordinate Foreign Service Posts**

*(TL:GEN-296; 10-01-1999)*

Principal officers of subordinate Foreign Service posts are responsible for the effective organization, operation, and supervision of programs within

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their jurisdiction. Under the supervision and guidance of the chief of mission, they perform functions that include but are not limited to:

- (1) Direct, coordinate, and supervise post resources; and
- (2) Maintain contact and communicate with local officials and representatives of other countries and represent the United States in local ceremonies and affairs (principal officers are the senior representative of the United States within their district; they are outranked only when the chief of the diplomatic mission, or the mission's chargé, is officially present within the district);
- (3) Maintain a coordinated effort within the district and with the diplomatic mission to establish relations with potential leaders from all levels of society; and
- (4) Prepare and submit reports on major global, political, economic, commercial, and societal issues and developments to the supervisory mission or the Department.

## **2 FAM 113.2 Deputy Chief of Mission**

(TL:GEN-308; 09-03-2003)

The deputy chief of mission generally serves as alter ego to the chief of mission, including assisting in defining broad program needs in the country or with respect to the international organization and developing plans by which the total coordinated U.S. activity will most effectively meet those needs.

## **2 FAM 113.3 Designated Officers**

(TL:GEN-296; 10-01-1999)

a. At post, post management will designate officers to fulfill specific functions. The appropriate officers make these designations by written memorandum in accordance with the instructions given in the *Foreign Affairs Manual*, and inform the appropriate offices at Washington, DC headquarters. Designations vary from post to post: at one post an officer or employee may be designated to perform more than one function; at another post there may be no need for a particular function. A list of designated officers for specific post responsibilities is given as 2 FAM 113 Exhibit 113.3. The list does not include designations of special need to the post's principal officer.

b. In the fulfillment of representational and reporting functions, many posts have found it useful to designate an officer with responsibility for the coordination of key programs, including:

(1) **Biographic Information Coordinator.** A Biographic Coordinator will serve as the point of contact for requests from the Department's Bureau of Intelligence and Research (INR/IL/B) and other U.S. agencies for information on the character, abilities and views of foreign nationals of interest to U.S. Government officials. Posts should maintain a central biographic file which will serve as a focal point for the information and contributions of all officers at the post on foreign nationals, official or private, who directly or indirectly influence domestic and foreign policy in their countries.

(2) **Maps and Publications Officer.** The Department and other agencies have a continuing interest in the acquisition of newspapers, magazines, books, maps and related material that provide insight into the politics, economy, society, and geography of foreign countries. Posts should assign an officer to coordinate requests from INR/IL/M and other U.S. agencies for such maps and publications. INR/IL/M maintains a map fund at each post, and other requesting agencies should provide sufficient funding to cover the cost of acquisition and shipping the material.

## **2 FAM 113.4 Human Rights Officers**

*(TL:GEN-296; 10-01-1999)*

a. Each mission shall designate a human rights officer. The duties of human rights officers include:

- (1) Preparing the annual Human Rights Country Report;
- (2) Reporting on significant human rights matters;
- (3) Explaining and discussing U.S. human rights policy to the host government and other inquirers;
- (4) The annual report on International Religious Freedom, which reports on the status of religious freedom, violations of religious freedom; and other areas of concern as outlined in the international Religious Freedom Act of 1998.

b. There is also a flow of Department guidance to various missions on issues in which human rights is a significant consideration. The amount of such guidance may be substantial for some missions. This guidance is generated by the geographic and functional units of the Department and the Bureau of Democracy, Human Rights, and Labor Affairs (DRL) in the Department, as well as other functional and regional bureaus, and may reflect input from the Office of the Under Secretary of State for Global Affairs (G).

## **2 FAM 113.5 Regional Consular Officers**

a. The primary function of a regional consular officer (RCO) is to provide support and guidance to less-experienced officers (usually first- or second-tour officers) in small consular sections at neighboring posts where, in many instances, there are no other officers in the mission with recent consular experience. The RCO, an experienced consular officer, advises these officers on the full range of consular issues, from small section management to the processing of complicated visa, citizen consular services, or passport cases. Ideally, the RCO acts as a mentor, advisor, and trainer to the constituent consular officer, rather than as a supervisor or inspector.

b. RCOs carry out their duties primarily through visits in the constituent posts, although consular officers at constituent posts should be encouraged to remain in constant touch with their RCO as necessary by telephone and e-mail. The RCO should strive to visit constituent posts at least twice a year. The RCO should prepare a trip report after each trip and distribute it to the constituent consular office and his or her front office, CA/EX, and the executive office of the appropriate regional office.

c. The Department may on occasion ask an RCO to make a special visit to a post to address a particular consular emergency. It may also be mutually beneficial at times to have an officer or FSN from a constituent post visit the RCO's post for consultations.

d. RCO travel is funded by post travel funds with replenishment from the appropriate regional bureau as needed.

## **2 FAM 113.6 Duty Officer**

(TL:GEN-296; 10-01-1999)

See 2 FAM 115.3

## **2 FAM 113.7 and 113.8 Unassigned**

## **2 FAM 113.9 Attachés of Specialized Agencies**

(TL:GEN-296; 10-01-1999)

Attachés and their staffs assigned by the respective agencies perform their activities under the general direction of the chief of mission.

## **2 FAM 113.10 Community Liaison Office (CLO)**

### **2 FAM 113.10-1 Policy and Scope**

(TL:GEN-308; 09-03-2003)

a. It is the policy of the Department of State to establish and maintain CLOs at posts where there are 50 or more official U.S. community members. The Family Liaison Office (M/DGP/FLO; see 1 FAM 232.1) may also grant approval for a CLO at smaller posts where isolation, lack of community recreational facilities, or other difficult living conditions make the operation of a CLO important.

b. The Family Liaison Office sets policy for and manages the CLO program. M/DGP/FLO maintains contact with CLO coordinators at posts abroad, providing information and support and obtaining information about community concerns at posts.

### **2 FAM 113.10-2 General Provisions**

(TL:GEN-308; 09-03-2003)

a. The Community Liaison Office Coordinator (also called a CLO) at Foreign Service posts abroad works with U.S. personnel and family members to maintain high morale at the post. As a member of the *management* section, the CLO assists individuals in adjusting to the post environment, identifies the needs of the U.S. mission community and responds with appropriate service, information, and referral. The CLO advises post management on community matters and functions as a resource for employees and family members at post. The Family Liaison Office is the functional office of the CLO program and must be consulted on all matters pertaining to the program or the Community Liaison Office coordinators. M/DGP/FLO should be included as an information addressee

on all telegraphic traffic between posts and other Department offices concerning CLO operations or the coordinator positions as appropriate. M/DGP/FLO regularly provides training, guidance on programs and staffing, resource materials, and advocacy support.

b. Funding for the CLO position and routine office expenses is from the post's ICASS budget. (See 6 FAH-5, *ICASS Handbook*.) CLO program activities may either be self-supporting or funded by community welfare associations or committees.

c. CLO coordinators shall handle post community funds through:

- (1) The services of a community recreation/welfare association; or
- (2) The establishment of a local bank account.

All accounts should be in the name of the Community Liaison Office, and handled in accordance with generally accepted accounting procedures.

## **2 FAM 113.10-3 Establishing a Community Liaison Office**

(*TL:GEN-308; 09-03-2003*)

a. The post initiates the establishment of a Community Liaison Office. The post telegraphs the request to both M/DGP/FLO, which ensures the request is consistent with general provisions, and the geographic bureau, Bureau of International Organizations (IO), or appropriate *management* support office for assurance that funding and FTE are available and authorized. If both M/DGP/FLO and the bureau give approval, the bureau notifies the post to proceed with advertising the position. The post must advise M/DGP/FLO of any changes in the position status.

b. The CLO occupies a sensitive Family Member Appointment (FMA) position, which requires a full Top Secret security clearance to enable full performance of the duties of the position. However, under the provisions of 3 FAM 8200 Appendix A, the post may request approval to appoint the applicant to the position with an interim clearance for access up to Secret for 180 days, pending completion of the investigation required for Top Secret clearance.

### **(A) Eligibility**

(*TL:GEN-296; 10-01-1999*)

The applicant must be a U.S. citizen, eligible to obtain a Top Secret security clearance, and the dependent of a U.S. Government employee with a Top Secret security clearance assigned to that post and subject to the supervision of the chief of mission. Generally, M/DGP/FLO policy is that the spouse of the chief of mission or principal officer should not be the CLO

coordinator. Consider nepotism and other conflict of interest regulations in the selection process and in the assignment of the supervisory relationship as outlined in section 3 FAM 8200 Appendix A.

**(B) Staffing**

(TL:GEN-307; 08-14-2003)

a. The Community Liaison Office Coordinator is hired on a Family Member Appointment (FMA) in accordance with 3 FAM 8200 Appendix A and subject to the availability of FTE. This is the only hiring mechanism to use for hiring the CLO coordinator. A standard position description is available from the Family Liaison Office (M/DGP/FLO).

b. CLO positions may be full-time or part-time, but must be a minimum of 16 hours weekly to qualify as an FMA. The volume of work at the post and available resources determines the number of hours of the position. When changing the number of hours to meet changing needs, posts will inform their bureau and M/DGP/FLO. Part-time hours should be regularly scheduled to permit the incumbent to qualify for service credit for subsequent civil service appointment under Executive Order 12721. The post must generate the required Form SF-52 personnel forms so that the CLO is properly credited with accurate service time. CLOs are eligible for benefits as stated in 3 FAM 8200 Appendix A.

c. The Community Liaison Office Coordinator is supervised by a U.S. citizen officer, usually the management counselor or management officer, unless nepotism considerations disallow this arrangement. The CLO meets periodically with the deputy chief of mission and/or chief of mission to report on community matters.

**(C) Selection**

(TL:GEN-296; 10-01-1999)

a. Community Liaison Office Coordinators are selected by the post in accordance with the post's established family member employment policy (see section 3 FAM 8200 Appendix A). The geographic bureau or IO, in consultation with M/DGP/FLO, authorizes the appointments. Eligibility requirements for Family Member Appointment positions apply.

b. The post *management/human resources* officer reviews applications for the position and forwards the names of those who qualify to the Post Employment Committee. The committee evaluates qualified candidates against the job requirements shown on the job announcement (see 3 FAM 8200 Appendix A). Since the CLO serves family members as well as employees, family members (including the incumbent CLO) may be added to the Post Employment Committee for the selection process. The committee selects the best-qualified eligible candidate and forwards the

name to the chief of mission for final approval. The bureau, in consultation with M/DGP/FLO, authorizes the hiring. The length of the CLO appointment, like other local hire FMA positions, may be extended without readvertisement up to the five-year limit of the appointment. M/DGP/FLO recommends that the incumbent CLO Coordinator performing at a fully satisfactory or above level continue in the position (3 FAM 8200 Appendix A).

## **2 FAM 113.10-4 Responsibilities of Community Liaison Office Coordinators**

(TL:GEN-308; 09-03-2003)

CLO duties are flexible and should be formulated and prioritized by post management according to its own circumstances, within the following guidelines. Particular responsibilities of the CLO will vary according to the hours designated, but the following areas should receive attention:

(1) **Welcoming and Orientation.** The CLO facilitates adjustment to the environment by providing assigned personnel and family members with information about the post and surroundings, coordinating sponsorship programs, and contributing to orientation program activities.

(2) **Liaison with mission and community.** In support of post's needs, the CLO maintains contact with post groups and offices, as well as host country and extended community organizations. Liaison should include visits to offices and facilities, participation in meetings, and membership on boards and committees, as appropriate.

(3) **Program management.** The CLO develops and implements relevant programs for all segments of the post population by coordinating educational, cultural, recreational, and sports activities.

(4) **Information and resource management.** The CLO maintains a resource center where information on the post, the host country, family member employment, education, security concerns, reentry to the United States and other pertinent matters is readily available to employees and family members. The CLO is required to prepare and send to M/DGP/FLO the CLO Activity Report (F-92-3). He or she also contributes to the Family Member Employment Report (FAMER; F-92-4), and should complete other surveys requested by M/DGP/FLO and the Office of Overseas Schools (A/OPR/OS).

(5) **Counseling and referral.** The CLO advises individuals and groups, utilizing available resources and, within the bounds of confidentiality and privacy, refers to other post or Washington, DC *human resources* offices. The CLO represents collective concerns to management and assists with resolution.



(6) **Security liaison.** While the RSO is the primary security liaison, the CLO is a secondary channel of communication for security information to community members and functions as part of the post's crisis management team. The CLO assists with community and personal contingency planning, alerting post management to specific concerns of community members. The CLO should be a member of the Emergency Action Committee (EAC) and have a defined role in the Emergency Action Plan (EAP), with emphasis on communication and rumor control. Whether the crisis affects the entire community or an individual, the CLO ensures that emergency information is available, that victims are supported, and that the post attends to community needs in the aftermath.

(7) **Education.** The CLO maintains liaison with schools used by mission families and is attentive to issues related to dependent education. Office resources include local and U.S. educational references, regulations, and continuing education materials. When necessary, the CLO refers client information requests to M/DGP/FLO.

(8) **Employment.** The CLO promotes family member employment opportunities within the mission and on the local economy. Using M/DGP/FLO's resume connection and information collected at post, the CLO coordinates with the post *human resources*/management officer to facilitate eligible family member (EFM) hiring. The CLO serves on and/or advises the Post Employment Committee.

## **2 FAM 113.11 Duty Officer Guide**

### **2 FAM 113.11-1 General**

(*TL:GEN-296; 10-01-1999*)

a. Each post compiles and maintains on a current basis a guide which affords assistance to duty officers in matters beyond the scope of their service experience or usual duty assignment. The guide contains brief, concise instructions, advice, and reference citations covering internal and external problems or situations that may arise during tours of duty.

b. The guide is not a static reference book. It is meant to portray the post as it actually exists at the time of the current tour of duty. The guide is neither a panacea for all problems nor a substitute for level-headedness or imaginative handling of a difficult situation.

### **2 FAM 113.11-2 Responsibility for Maintenance**

(*TL:GEN-296; 10-01-1999*)

The administrative office develops and maintains the guide. Each operating area at the post, however, has a continuing obligation to keep its section of the book up-to-date at all times.

## **2 FAM 113.11-3 Contents**

*(TL:GEN-296; 10-01-1999)*

### **(A) Post Functions**

a. Pertinent information and references concerning each phase of a post's activities, such as administration, commercial-economic, consular, political, and public diplomacy are presented in the guide. This includes appropriate information concerning other agencies that may have representatives at the post.

b. Include duty rosters, keeping the information up to date.

### **(B) Host Country Information**

Apart from the material assembled to inform, anticipate, and cope with matters bearing on a post's assigned functions and responsibilities, some posts might desire to include items peculiar to the host nation, its people, its customs, or its officialdom which might prove useful to the duty officer.

### **(C) Security Factors**

In accordance with 12 FAM 513 and 540, the guide should bear an appropriate security classification or administrative control designation. Where indicated, a separate guidebook may be established to safeguard classified matters properly. The latter, while being readily accessible to the duty officer, shall be secured at all times. Conversely, the nonclassified guide shall be available to the duty officer when away from normal duty station, in the duty officer's quarters, etc.

### **(D) Special Instructions**

Additional instructions, possibly of a one-time or temporary nature, affecting the duty officer during his or her tour, are part of the guide until the requested action is taken or otherwise satisfied.

## 2 FAM 113.11-4 Guide Format

(TL:GEN-308; 09-03-2003)

### (A) Index

In order to facilitate the use of the guide and to provide immediate assistance to the duty officer, have a thoughtfully prepared index. Use easily-understood terms keyed to the text. The index should refer to points or sources not solely contained in the guide itself (as should the text). (See 2 FAM 113.11-4(D), on Appendices.)

### (B) Operating Areas

a. Under each major function, such as administration, commercial-economic, consular, political, and public diplomacy simple columnar headings labeled "Problems," "Action Indicated," and "Other Guidance" are used. Under these headings, appropriate entries are made to provide the duty officer with needed information, instructions, and possibly background. An illustrative entry for Administration for example might read:

**Problem:** Civil disturbance or forced entry of official buildings  
(including private residence of U.S. personnel).

**Action Indicated:** Secure post communications center and classified documents. Notify Marine *security* guard (*MSG*), security officer, principal officer, and other specified officers (list telephone numbers). If appropriate, call chief of police or other local security official.

b. Other guidance, see: 2 FAM 225, 5 FAM 900, 7 FAM 400, and 12 FAH-1.

### (C) Non-State Functions

a. Other U.S. Government agencies stationed at the post are described in general in the guide. In any event, key personnel (with address and telephone listed) are named. In some instances, other agencies have a duty officer assigned, with an actual referral point indicated.

b. Included in this section could be information concerning the host country that might prove of value.

## **(D) Appendices**

While not a physical part of the guide a number of appendixes referred to in the index are normally near the duty officer's station or readily accessible. These are:

- (1) Post telephone listings or directory;
- (2) *Foreign Affairs Manual* (and *Foreign Affairs Handbooks*);
- (3) Post security regulations;
- (6) Emergency Action Plan; and
- (7) Maps.

## **2 FAM 113.11-5 Duty Officer Log**

(TL:GEN-296; 10-01-1999)

A daily or weekly log is maintained by the officer for nonroutine matters arising during the tour of duty and an account is kept of the action taken. The administrative office normally maintains a file of the duty logs for an appropriate period of time. See also 2 FAM 120.

## **2 FAM 114 REGIONAL OFFICES**

### **2 FAM 114.1 Administration**

(TL:GEN-307; 08-14-2003)

a. Regional offices and employees are subject to administrative direction of the chief of mission in the countries where they are assigned and where they are on official temporary duty. This administrative direction normally will be exercised through the management officer or other officer designated by the chief of mission. Since regional offices serve as extensions of functional offices in the Department, their program assignments shall be made by the Department through the chief of mission.

b. Resident posts provide administrative support on the same basis as support provided to other personnel assigned to the posts.

## **2 FAM 114.2 Security**

(TL:GEN-296; 10-01-1999)

Security regulations are found in 12 FAM, *Diplomatic Security*. See 12 FAM 400, *Post Operations*, for regional security officer responsibilities. See also 12 FAM 300, *Physical Security Programs*.

## **2 FAM 114.3 Foreign Buildings Project Directors**

### **2 FAM 114.3-1 Locations**

(TL:GEN-308; 09-03-2003)

The posts at which foreign buildings project directors are stationed vary considerably from year to year since such positions are established **only** where major *OBO* construction projects are in progress.

### **2 FAM 114.3-2 Responsibilities**

(TL:GEN-308; 09-03-2003)

a. The responsibilities of project directors are:

(1) The primary responsibility of project directors is to the *Bureau of Overseas Buildings (OBO)* for proper management of construction contracts (details of these responsibilities are outlined in the Department of State's *Bureau of Overseas Buildings Project Director's Guidebook*). The rating and reviewing officers for the project director's employee evaluation report (EER) will be the *OBO Construction Management Division*. The management officer will provide input.

(2) On the basis of availability, a project director at post may be assigned collateral or temporary duties for determination or advice on: site acquisition; improved property acquisition, disposal of real property, repairs to buildings and utilities; minor improvements to real property; alterations to real property; receiving, installation, and/or acceptance of furniture and furnishings; operation and maintenance of buildings; and utilities on all U.S. Government-owned or long-term leased property for which *OBO* is responsible; and

(3) Duties similar to those in subparagraph (2) may be assigned to a project director for matters relating to other U.S. Government agencies and on short-term leased property when applicable.

b. The extent of the foregoing responsibilities may vary in accordance with the project director's technical skills and expertise.

## **2 FAM 114.4 Courier, Mail, and Pouch Operations**

### **2 FAM 114.4-1 Bureau of Diplomatic Security, Diplomatic Courier Service**

(TL:GEN-296; 10-01-1999)

Courier regulations are found in 12 FAM , *Diplomatic Security*. See:

- (1) 12 FAM 100, *Courier Operations*;
- (2) 12 FAM 536.9, *Transmitting Classified Information*; and
- (3) 12 FAM 559.2, *Procedures for Handling Security Violations*;

### **2 FAM 114.4-2 Bureau of Administration**

(TL:GEN-296; 10-01-1999)

Regulations pertaining to mail and pouch operations are in:

- (1) 5 FAM 300, *Diplomatic Pouch and Mail*;
- (2) 5 FAH-10, *Pouch and Mail Handbook*;
- (3) 12 FAM 100, *Courier Operations*; and
- (4) 12 FAM 500, *Information Security*.

## **2 FAM 114.5 Regional Information Management Centers (RIMCs)**

### **2 FAM 114.5-1 Locations**

(TL:GEN-296; 10-01-1999)

Regional Information Management Centers (RIMCs) are located in Frankfurt, Germany; Ft. Lauderdale, Florida; Bangkok, Thailand; and Pretoria, South Africa.

### **2 FAM 114.5-2 Organization and Reporting Relationships**

(TL:GEN-296; 10-01-1999)

a. A senior IM manager or RIMC Director provides oversight and general direction. Although the staffing differs somewhat from RIMC to RIMC each office is typically staffed by one Operations officer, one Technical Chief and various numbers of digital specialists, telephone specialists, radio specialists and Systems/Training officers. Each RIMC

area is also staffed with one or more technical specialists located at selected high technical profile posts in their individual areas.

b. Except for EUR, the RIMC Directors report directly to the Assistant Secretary for Information Resource Management (IRM Bureau). The domestic-based Director of IRM's Customer Center (IRM/CST) provides day-to-day liaison and guidance through the geographic responsible account representatives in the Liaison Division (IRM/CST/LD). The IRM Bureau account representatives assure that RIMC installation and maintenance activities in the field are closely coordinated with the respective geographic bureaus, functional bureaus and IM program managers. Diplomatic Telecommunications Service (DTS) installation and maintenance issues between the RIMCs and A/DTS-PO are coordinated by the A/DTS-PO Liaison Officer located in the External Affairs Branch of the Customer Center (IRM/CST/LD/EA).

## **2 FAM 114.5-3 Responsibilities**

*(TL:GEN-308; 09-03-2003)*

a. RIMCs are charged with providing technical and operational assistance to all foreign affairs community information technology users at those U.S. diplomatic and consular posts within their regional jurisdiction.

b. The primary responsibility of the RIMCs is to provide a broad range of operational, hardware and software support services for telecommunications, data processing, office automation, telephone, and voice radio systems to posts within their respective geographic regions. Many of the services are of an emergency nature which require an immediate response by technical personnel. Service, which also includes user liaison, systems planning, formal training, development, and evaluation, is provided by digital, telephone, radio, and ADP systems operations specialists. RIMC personnel also provide to area posts information management policy implementation, NSA-mandated COMSEC audits, operational guidance, and oversight.

c. The RIMCs also support the Diplomatic Telecommunications Service Program Office (A/DTS-PO) in a variety of critical initiatives that are designed to enhance the expanding international communications network supporting the Foreign Affairs community abroad. Responsibilities in this area include installation of satellite terminals and associated telecommunications equipment as well as follow-on operational and maintenance support.

d. RIMC assets are also frequently required to support Secretary of State and other high level visits abroad. The Secretary's and other VIP travel often requires that RIMC personnel and equipment be diverted from ongoing projects to ensure that technical support is available along with the advanced staging of essential communications equipment.

e. Program implementation requires routine coordination with one or more of the following offices on a frequent basis: IRM Customer Center, A/DTS-PO, Diplomatic Security Engineering, Diplomatic Courier offices, OBO, and ATO offices.

f. Formal Training Centers are currently operational at RIMCs Frankfurt and Ft. Lauderdale where courses in Banyan Vines, NT Server, Microsoft Mail, Windows for Workgroups, Introduction to VS Systems Applications, and PC Maintenance are provided to RIMC staff and area post IM personnel. While not operating a formal training center, RIMC Bangkok also provides similar training on an ad hoc basis. RIMCs also provide training during installations of both classified and unclassified LANs, telephone system installations, and Communications Center upgrades.

## **2 FAM 114.5-4 Planning and Budgeting**

*(TL:GEN-296; 10-01-1999)*

The RIMC Directors are responsible for preparing budget plans reflecting the funding required to support the RIMC office infrastructure and the technical and operational assistance provided to the area posts. This submission will include training, hardware, spare parts, travel, and per diem requirements. These RIMC budget plans will be submitted to IRM/RM. IRM/RM will incorporate the RIMC budget plans into the entire IRM budget and present this plan to the IRM Assistant Secretary for his or her consideration and approval. Once the IRM Assistant Secretary has approved the budget plan, IRM/RM will allocate the funds. A/DTS-PO will provide funding for RIMC travel and per diem conducted in support of Diplomatic Telecommunications Service (DTS) installations.

## **2 FAM 114.5-5 Training**

*(TL:GEN-296; 10-01-1999)*

As the Department modernizes its information technology infrastructure and application systems, extensive training will be needed to upgrade and maintain the skills and knowledge base of the RIMC technical specialists. The RIMC Directors must ensure that their staffs receive adequate training in modern IRM techniques, methods, and technologies; including client server, Internet, integrated communications systems, local and wide area networks, security, and business process reengineering. Training requirements must be included in financial plan submissions.

## **2 FAM 114.6 Logistics Management Regional Offices**

*(TL:GEN-296; 10-01-1999)*

Regional offices of logistics management are located in Antwerp (European Logistical Support Office, ELSO), Belgium; Frankfurt, Germany;



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Tokyo, Japan; Singapore; and Fort Lauderdale, Florida. A director manages each office.

## **2 FAM 114.6-1 European Logistical Support Office (ELSO)**

*(TL:GEN-296; 10-01-1999)*

a. The European Logistics Support Office (ELSO) is a transportation field office and foreign extension of the Office of Logistics Management (LM). The Director of ELSO is under the administrative direction of the Ambassador, Brussels, but under the operational direction of the Office of Logistics Operations' Director of the Regional Logistics Center (A/LM/OPS/RLC).

b. ELSO:

(1) Acts as a consolidation and transshipment point, receiving freight of all kinds, storing it, and redistributing it as required.

(2) Directs the transportation support for the Department and other U.S. Government agencies for EUR, NEA, and AF posts.

(3) Directs traffic management research, and conducts transportation studies for the Office of Logistics Management, other Offices within the Department of State, and other U.S. Government Agencies.

(4) Negotiates rates and provides a competitive foundation for allocating traffic through the use of tenders of service, letters of agreement, contracts, and other competitive devices.

(5) Maintains a close liaison with posts served, providing transportation advice, on-site assistance, and other support as required.

(6) Administers the contract providing for receiving and long-term storage; monitors contract performance.

(7) Manages an in-house budget and fiscal operation; maintains its own computer programming initiative, and provides its own communications capability.

(8) Manages a stock operation (Expedited Logistics Program) that prepositions official supply items at Antwerp for expeditious draw-down by Posts in AF, EUR, and NEA.

## **2 FAM 114.6-2 Regional Procurement and Support Office (RPSO) Responsibilities**

*(TL:GEN-307; 08-14-2003)*

a. The Regional Procurement and Support Offices are located in Frankfurt (RPSO/F), Tokyo (RPSO/T), Singapore (RPSO/S), and Fort Lauderdale (RPSO/FL). Each comes under the administrative direction of the chief of mission through the management officer. A director manages each office. The offices receive immediate policy and technical direction from the Director, Office of Acquisition Management (A/LM/AQM).

b. Each RPSO (except as noted following):

(1) Interprets policies, regulations, and administrative procedures on procurement, and, with or through the contract specialist, provides guidance and technical information to the requester.

(2) Supervises A-76 reviews and procurements in accordance with the Department's implementation plan.

(3) Arranges for the conduct of inspection of facilities to be utilized during the performance of contracts and assesses the resources of a potential contractor to determine if the contractor is in a position to perform according to the terms and conditions.

(4) Assists posts in difficult or complex procurements, negotiations, or disputes.

(5) Arranges pre-negotiation meetings with members of negotiating teams and schedules negotiation sessions with prospective contractors to coordinate and reconcile conflict or disagreement for the purpose of reaching a reasonable agreement.

(6) Plans and conducts conferences with leading representatives of commercial suppliers, educational institutions, and Department representatives on contract matters.

(7) Establishes and develops contacts with prime suppliers and manufacturers, professional societies, and groups to be apprised of general trends in industry, new supply sources, price trends in industry, price trends, and market conditions for more effective support of the various logistic programs of the Department.

(8) Negotiates price agreements and delivery schedules for a variety of equipment and commodities.

(9) Prepares and distributes brochures, catalogs, and other publications on merchandise available through the RPSO.

c. RPSO/F also:

(1) Directs procurement and shipment of medical supplies with Department of Defense medical depot in Germany; and

(2) Assists Embassy Bonn, in the formulation and execution of procurement and contract plans for the Federal Republic of Germany and supervises the Embassy's procurement functions.

## **2 FAM 114.7 Special Regional Assignments**

(TL:GEN-308; 09-03-2003)

a. The Department may make individual assignments carrying responsibility for specialized activities on a regional basis.

b. The terms of reference shall be clearly stated in a circular communication to all posts concerned, with special mention of any departure from normal lines of command and communications.

c. In no instance shall a special regional assignment remove an employee from general administrative supervision of the chief of mission where the employee is assigned. For further information, see 3 FAM 2420 for assignment, supervision, and *management* support of regional personnel.

## **2 FAM 114.8 Regional Environmental Hubs**

(TL:GEN-307; 08-14-2003)

(State Only)

Regional Environmental Offices, commonly referred to as hubs, are located in designated embassies around the world. Hub officers advance U.S. interests on regional transboundary environmental issues with the aim of promoting regional environmental cooperation and promoting the adoption of sound environmental policies. The Bureau of Oceans and International Environmental and Scientific Affairs (OES) and the appropriate regional bureaus in the Department provide guidance. Each hub comes under the administrative direction of the chief of mission through the post's management officer.

## **2 FAM 115 OFFICE HOURS, HOLIDAYS, AND EMERGENCY SERVICES**

### **2 FAM 115.1 Office Hours**

(TL:GEN-296; 10-01-1999)

a. Foreign Service posts abroad are open for the convenience of the public during such hours and on such days of the week as prescribed by the principal officer. Arrange hours and days in conformity with local customs and conditions (see 3 FAM 2330).

b. A sign indicating the hours the post is open to the public is posted by the main entrance or otherwise displayed as prominently as local circumstances permit. It is recommended that the sign be inscribed in English and the local language. (See also 2 FAM 150, *Use of the Coat of Arms of the United States*.)

## **2 FAM 115.1-1 Office Closed**

(TL:GEN-296; 10-01-1999)

When no one is present in the office, or the office is otherwise closed, post a notice informing visitors how to reach the duty officer.

## **2 FAM 115.2 Holidays**

(TL:GEN-308; 09-03-2003)

a. All posts abroad are closed to the public annually on United States holidays listed in 3 FAM 2336. If any authorized Federal holiday falls on a Sunday, the office is closed on the following Monday. If such a holiday falls on a Saturday, the office is closed on the preceding Friday. Posts are notified when additional days are designated as national holidays by statute or by Executive Order. For posts with a tour of duty other than Monday through Friday, see 3 FAM 2332.1-2.

b. The principal officer at each post is authorized to designate local holidays which are of sufficient importance to warrant observance by closing the office to the public. The chief of mission in each country coordinates the observance of local holidays by all posts under his jurisdiction (see 3 FAM 3462.1 item (8)).

c. Days may be designated as local holidays only if:

(1) Such days are customarily observed as holidays by the local government, local business firms, and the diplomatic and consular offices of other countries.

(2) Failure to observe such days would be contrary to the interest of the United States, or

(3) If it would be impractical to keep the office open because of drastic curtailment of normal services, such as transportation or building maintenance.

d. Posts should endeavor to restrict the number of designated local holidays to the number of *U.S.* holidays or fewer. Should the customarily observed holidays be more than 10, only the more important ones should be designated.

## **2 FAM 115.3 Emergency Services**

### **2 FAM 115.3-1 Availability of Duty Personnel**

*(TL:GEN-296; 10-01-1999)*

Each post arranges for an officer, and such other personnel as warranted, to be available at the office or on call at all times outside regular office hours and on weekends and holidays. The duty officer familiarizes himself or herself with post functions and emergency procedures sufficiently to be able to take action, or to identify and request the appropriate officer to take action, on any matters arising outside office hours and on which action cannot be deferred until the next opening of the office for business.

### **2 FAM 115.3-2 Communications Arrangements**

*(TL:GEN-296; 10-01-1999)*

Post management shall arrange for receipt of telegrams, telephone calls, and courier pouches at all times outside of regular office hours and on weekends and holidays. If practicable, post management shall also make arrangements for receipt of unaccompanied pouches and other postal matter during periods when the office is closed.

## **2 FAM 116 VISITOR POLICY**

### **2 FAM 116.1 General Provisions**

*(TL:GEN-308; 09-03-2003)*

a. U.S. chiefs of mission under the Foreign Service Act of 1980 (*Public Law 96-465*) as amended (22 U.S.C. 3927) are responsible "for the direction, coordination, and supervision of all U.S. Government officers and employees" in their countries of assignment. This responsibility extends to each element of the Executive Branch abroad, except personnel under the command of an area military commander.

b. Chiefs of mission are responsible for establishing their own specific policies. In line with the responsibilities of chiefs of mission and of the Department, the following guidelines are intended to effect a degree of consistency in those services rendered to both official and unofficial visitors abroad. Any services rendered shall not delay achievement of high-priority goals and objectives of the Department and Foreign Service missions, and any services rendered shall be decided upon in light of post resources.

c. Any Foreign Service missions may wish to develop and maintain a Visitor Guidebook (to be updated as circumstances require and at least every third year), which outlines the mission's visitor policy and provides essential information needed by most visitors. Posts should keep their regional bureaus informed as to their policies and procedures.

d. In the Department, primary responsibility for services to official U.S. citizen visitors abroad is the responsibility of the regional bureaus having jurisdiction over the countries to be visited. In addition, the Bureau of Legislative Affairs (H) plays a direct role in the planning and implementation of visits abroad by Members of the Congress and their staffs.

### **2 FAM 116.2 Mission Visitor Responsibilities**

*(TL:GEN-296; 10-01-1999)*

a. The Department does not specify in detail the kinds of services which missions should provide to various categories of official visitors.

b. The Department, as a general policy, will support missions decisions based on these guidelines. This Presidentially-mandated effort is meant to reduce unnecessary travel and missions can expect the Department to do its full share in seeing that this goal is achieved.

### **2 FAM 116.3 Suggested Guidelines on Services to Provide to Visitors**

General guidelines on service to be provided to official U.S. citizen visitors at Foreign Service posts are given as 2 FAM 116 Exhibit 116.3. See below for mission and visitor categories.

## **2 FAM 116.3-1 Mission Categories**

(TL:GEN-296; 10-01-1999)

Each mission determines for itself which of the following broad categories of countries it belongs to for purposes of visitor services.

(1) Countries with well-developed travel infrastructures (Western Europe, Latin America, Japan, etc.).

(2) Communist countries and other authoritarian countries with strict travel controls.

(3) Countries with relatively poorly developed travel infrastructure.

(4) Countries with relatively high risk of terrorist activities.

## **2 FAM 116.3-2 Visitor Categories**

(TL:GEN-296; 10-01-1999)

The Department will classify all visitors to Foreign Service missions as follows. Missions design their visitor policies to address each of these categories:

### **(1) Official Visitors:**

(a) **VIPs.** In addition to the President, Vice President, and Secretary of State for whom special procedures are already in effect, this category includes Cabinet Members, Members of Congress, and State Governors.

(b) **Senior Officials.** Congressional Staff Directors, Executive Branch officials at the level of Assistant Secretaries and Ambassadors, and Department Inspectors.

### **(c) Other Official Visitors.**

### **(2) Unofficial Visitors:**

(a) **Journalists;**

(b) **Business Officials;** and

(c) **Others** (constituents of Members of Congress, academics, civic leaders, etc.).

## **2 FAM 116.4 Visitor Travel Information**

*(TL:GEN-296; 10-01-1999)*

Each post may develop a second part of their Guidebook, concerning "Useful Travel Information," which may be used to inform prospective official visitors generally of travel conditions in the country. This part may address the following considerations (it may be supplemented by commercial travel literature, as appropriate):

- (1) General availability of commercial travel services;
- (2) Selected accommodations (luxury, first and second class, or equivalents);
- (3) Communications facilities (international telephone, telex, commercial telegram, etc.);
- (4) Climate and clothing required in various seasons;
- (5) Exchange rates, banking facilities, use of credit cards;
- (6) Principal tourist sights and events;
- (7) General attitudes of local government and population towards visitors, particularly U.S. citizens;
- (8) Security considerations;
- (9) Health considerations;
- (10) Other relevant considerations.

## **2 FAM 116.5 Visitor Guidebook Preparation and Maintenance**

*(TL:GEN-296; 10-01-1999)*

Posts which maintain Visitor Guidebooks should ensure that they are kept current.



## **2 FAM 116.6 Department Visitor Responsibilities**

### **2 FAM 116.6-1 Regional Bureaus**

*(TL:GEN-296; 10-01-1999)*

a. All U.S. Government employees (other than personnel under the command of an U.S. area military commander) must obtain country clearance from the COM before entering or transiting their country of accreditation. COMs may refuse country clearance, or may place conditions or restrictions as they consider necessary.

b. Primary responsibility within the Department for approval or disapproval, planning, and coordination of non-Congressional official visits to foreign countries rests with the regional bureaus, which are expected to coordinate with other relevant bureaus. No official visitor to a travel-intensive mission is entitled to, or may expect support from Foreign Service missions, unless the appropriate regional bureau in the Department has given its approval in the case of Washington, DC-initiated travel. (However, visits by officials at the assistant secretary or higher level will be cleared by the Executive Secretariat (S/S). The Bureau of International Organization Affairs (IO) will be the clearance point for travel to Geneva. Other mission-initiated travel should be approved by the receiving mission. (Frequently, other agencies that have representatives at a mission may make arrangements through the representative for travel by their officials. Such arrangements do not relieve the agency from notifying the regional bureau.)

c. Upon receipt of a request for official visitor services, the regional bureau should first make a determination whether or not to approve the visit, and then obtain the concurrence of the affected mission(s). The regional bureaus apply the following criteria to determine whether or not Foreign Service mission support should be given to a visit:

(1) Is the visit intended primarily to gather information, for orientation of the visitor, or for another purpose?

(2) If the purpose of the visit is to gather information, what information is actually sought? Is it currently available in Washington, DC? In particular, can the information be gathered more effectively and more economically by tasking the Foreign Service post? If so, the regional bureau should advise the visitor that the visit's prospective burden on the Foreign Service mission does not appear to be warranted and suggest to the prospective visitor that the country desk officer could be of assistance in gathering the information needed to include, as appropriate, tasking the mission.

(3) If the purpose of the visit is primarily for the orientation and education of the visitor, does the visitor's position warrant the effort that the visit would require of the Foreign Service mission? The fundamental

criterion should be: Will overall U.S. interests be better served by this diversion of the mission's resources to servicing the visitor than by other mission work which will otherwise not be accomplished?

(4) If the purpose of the visit is not for information or orientation, is it justifiable in terms of the benefit it might bring to overall U.S. interests and the burden it would impose on the Foreign Service mission?

(5) The regional bureau is principally responsible for determining whether a visit is worthwhile. In doing so, it should assume that the burden of proof that the visit is necessary rests primarily with the visitor.

(6) Functional bureau clearance should be obtained for travel related to bureau issues, e.g., for science issues and OES clearance, and for narcotics issues, an INL clearance.

d. The mission should be contacted only after the bureau has determined, in consultation with other interested organizations, that a proposed visit is or is not worthwhile. Since missions generally assume that such messages already imply Department approval of the visit, the message should not be sent until the above criteria have been met in the judgment of the bureau. The first message should request the chief of mission's concurrence instead of simply informing the mission that a visitor is coming. It should also be made clear to the mission that it has the option of refusing the visit. Missions contacted directly by other agencies proposing visits should make no commitments; the chief of mission should inform the agency that it should first contact the regional bureau.

## **2 FAM 116.6-2 Bureau of Legislative Affairs Visitor Responsibilities**

*(TL:GEN-296; 10-01-1999)*

a. The Bureau of Legislative Affairs (H) shall inform regional bureaus as soon as it receives from the Congress indications of Congressional travel plans. In general, bureaus will assume that visits by Members of the Congress are fully justified. The bureaus, however, should advise the Bureau of Legislative Affairs on special considerations which may affect the Members' planning for the visit, such as the availability of ranking foreign government officials for meetings, the ambassador's own travel plans, relevant security considerations, and the potential impact of the visit on policy and other current mission responsibilities. The Bureau of Legislative Affairs will also advise missions regarding requirements for all Congressional staff travel.

b. In cases when Congressional travel is proposed to more than one country, the Bureau of Legislative Affairs, after obtaining informal regional bureaus' comments, normally prepares the initial message to the COM.

## **2 FAM 116.7 Proposed Visitor Messages**

*(TL:GEN-296; 10-01-1999)*

Both regional bureaus and other Department offices and the missions should provide sufficient information to the recipients of their messages so that educated judgments can be made about whether or not to accept the visit, what level of service to provide, and also to facilitate recordkeeping and access to the information. Messages from the Department to missions might include, for example, appropriate TAGS: OVIP or OTRA, OREP in the case of CODEL/Staffdel visits, plus codes of countries to be visited, information on visitors, number in party, category of visit (see above), ETA-ETD, visitor explanation why visit necessary, briefings and/or other contacts desired, outside contacts, need for mission hospitality, unofficial interests, public speaking, mission control person or primary contact (with basic information including office and home numbers if appropriate).

## **2 FAM 117 UNASSIGNED**

## **2 FAM 118 USUN HOUSING PROGRAM REGULATIONS**

### **2 FAM 118.1 Legal Authority**

*(TL:GEN-308; 09-03-2003)*

a. Section 9 of the United Nations Participation Act of 1945 (UNPA, *Public Law 79-264*), as amended (22 U.S.C. 287e-1), authorizes the Secretary to make available leased or rented living quarters to the Representative and Deputy Representative of the United States to the United Nations. It further authorizes the Secretary to make available such quarters to no more than 18 Foreign Service employees of the Mission, other "representatives" (i.e., the other three permanent Ambassadors), and two employees who serve at the pleasure of the Representative in return for a contribution from the occupants of the housing (see 2 FAM 118.6).

b. The legislative history of Section 9 of UNPA indicated that the authorization for the lease or rental of living quarters for use of the staff of the United States Representative was considered necessary to:

- (1) Cope effectively with the housing market;
- (2) Take advantage of the rent increase limitation imposed by the New York City Rent Stabilization Code; and
- (3) Eliminate substantial personal out-of-pocket expenses and ensure that economic hardship does not adversely affect the ability to attract the

best qualified individuals for service at the United States Mission to the United Nations (USUN).

c. Section 9 of UNPA requires each employee participating in the housing program, except the Representative and Deputy Representative, to contribute a percentage of his or her base salary, in an amount to be determined by the Secretary, toward the cost of the housing provided. The legislative history of Section 9 indicates that this amount is expected to be approximately 20 percent of base salary. Section 9 further permits the Secretary to reduce such payments to the extent of income taxes paid by the employees on the value of the housing provided.

d. For purposes of UNPA Section 9 and these regulations, base salary is regular pay as defined by Title 5 U.S.C.

## **2 FAM 118.2 Quarters Entitlement**

*(TL:GEN-308; 09-03-2003)*

a. The Representative, Deputy Permanent Representative, and three permanent United Nations Ambassadors will be assigned U.S. Government-leased quarters pursuant to this authority.

b. The Representative may designate two employees, who serve at the Representative's pleasure, to receive U.S. Government-leased quarters, if they so elect.

c. The Representative will designate which 18 other positions at the Mission, to be occupied by Foreign Service employees, are entitled to leased quarters; after designation of these positions, the Representative will inform the Mission's Housing Board and the Department by telegram (attention: IO and *HR/CDA*) of this action and of any subsequent changes. In September of each year, USUN will provide IO and *PER/CDA* a list of the positions at the Mission which are entitled to U.S. Government-leased quarters. Prior to September 30 of each year (or prior to the beginning of each bidding cycle, whichever is earlier), IO will disseminate this information to potential Foreign Service bidders within the Department and to the field in the form of an ALDAC. Once a Foreign Service employee has been paneled with the understanding that the position at USUN is entitled to leased quarters, the Mission must provide such housing in accordance with these regulations and Section 9 of the UNPA, if the employee elects to participate in the Housing Program providing, however:

(1) Under this regulation no employee in the USUN Housing Program may occupy a unit if the unit is owned by the employee; and

(2) Employees who already own residential property within 60 minutes of rush-hour commuting time may not participate in the program unless exception is granted in accordance with 2 FAM 118.3 paragraph b(13); and

(3) Employees must sign the agreement set out as 2 FAM 118 Exhibit 118.6.

d. While participating in the USUN Housing Program, Mission employees may not purchase residential property within 60 minutes of rush-hour commuting time to the Mission, until the final 6 months of their assignments. Foreign Service employees already participating in the program will continue to be entitled to U.S. Government-leased quarters until the end of their tours. If an employee in one of the designated positions elects not to participate in the program, the Representative may assign the housing entitlement to another position occupied by a Foreign Service employee of the Mission.

## **2 FAM 118.3 USUN Management Responsibilities**

*(TL:GEN-308; 09-03-2003)*

a. Management of the USUN Housing Program is the responsibility of the U.S. Permanent Representative to the United Nations and those officers to whom responsibilities of the Housing Program have been delegated. Those officers are the:

- (1) Deputy Representative to the United Nations; and
- (2) Counselor for Administrative Affairs.

b. USUN management operates the Housing Program. Specific management responsibilities include:

- (1) Monitoring strictly the implementation of the Housing Program;
- (2) Briefing newly assigned employees on USUN Housing Program requirements, the role of the USUN Housing Board, and the requirement to execute the employee USUN Housing agreement under 2 FAM 118 Exhibit 2 FAM 118.6.
- (3) Preparing and revising as appropriate, and submitting to RM/F/DFS/OCP/CAPD, employee USUN Housing agreements executed under 2 FAM 118.6. All agreements must be examined not less than annually and/or whenever an event (e.g., new lease, change in rental cost, increase in base salary, etc.) significantly affects the amount to be withheld.
- (4) Reviewing the USUN Housing reimbursement procedures identified in 2 FAM 118.6 with the Bureau of Finance and Management Policy at least once every 5 years beginning after January 1, 1998.
- (5) Ensuring that none of the units occupied by any program participant is owned by any Mission employee or family member thereof;

- (6) Ensuring that lease periods are less than 10 years;
- (7) Reviewing all leases for adherence to the Department's worldwide space standards;
- (8) Conducting market surveys, establishing selection criteria, and establishing maximum rents based on rank and family size or awarding leases through competitive procedures;
- (9) Maintaining written documentation in the lease file on the market survey findings and the way in which these survey findings were used to establish maximum rent rates;
- (10) Ensuring that recordkeeping in the Housing Program meets Department standards, and includes total cost data;
- (11) Maintaining a detailed inventory of its housing units (including size in both square meters and feet, and in number of rooms, number of baths, floor location, as well as address, distance to the Mission in miles, and rush-hour travel time via public transportation);
- (12) Ensuring that the Mission maintains accurate information on vacancy rates of these units, identification of which employees have occupied the units in the past, and a past and present profile of employees at post eligible to participate in the program (the profile should include whether the employee participates in the program and other relevant data such as employee rank, family size and composition, spouse employment interests, and each employee's location preferences of living quarters);
- (13) Ensuring that employees who are assigned to USUN and who already own residential property within 60 minutes of rush-hour commuting time to the Mission occupy their owned quarters in lieu of Mission-leased quarters, exceptions to be granted only when:
  - (a) Circumstances prevent their occupying their own quarters—such employees must document any inability to occupy their owned residences before they can be admitted to the Housing Program; AND
  - (b) The U.S. Permanent Representative grants an exception to this policy; and
- (14) Reviewing and approving each housing lease before the Mission enters into the lease.
  - c. The U.S. Permanent Representative submits annually for approval by the Under Secretary for Management a statement of the Housing Board's composition, operating procedures, and management's leased housing assignment criteria. The approved statement will be available to all USUN employees, as well as to the Department.

## **2 FAM 118.4 Housing Board and Quarters Assignments**

*(TL:GEN-296; 10-01-1999)*

a. The Permanent Representative shall appoint a Housing Board. The Board's composition should be representative of the employees eligible to participate in the Housing Program.

b. The Housing Board provides advice to USUN management on the implementation of the Housing Program.

## **2 FAM 118.5 Value of Housing Taxable**

*(TL:GEN-308; 09-03-2003)*

Under a 1988 decision of the Internal Revenue Service which became effective October 1, 1988, the rental value of U.S. Government-leased quarters provided to eligible employees, except the Representative and Deputy Representative, is taxable income to the recipient and is subject to withholding. It is also subject to Social Security (Medicare) taxes. Based upon USUN-provided information, the Department (*RM/F/DFS/OCP*) will report the market rental value of the quarters as taxable income to the employee. This additional taxable income does not influence base pay for purposes of U.S. Government pension systems.

## **2 FAM 118.6 Employee Obligation to Contribute to Housing Costs**

*(TL:GEN-296; 10-01-1999)*

a. Except for the Representative and the Deputy Representative, each employee or tandem couple in the Housing Program must contribute approximately 20 percent of base salary toward the cost of U.S. Government provided housing. As a condition of participating in the program, employees must execute the agreement set out at 2 FAM 118 Exhibit 118.6, providing for the payment of the required contribution through biweekly withholding from the employee's salary. Tandem couple employees in one housing unit will use the salary of the higher-paid employee.

b. Contributions for USUN housing are collected through payroll withholding every pay-period. Payroll withholding for each participating employee is calculated according to the formula set out at 2 FAM 118 Exhibit 118.6. Analysis of USUN historical data indicates that these withholding percentages result in a total withholding (taking into account average income tax liability attributable to the housing fringe benefit) of approximately 20 percent of base salary. This method of calculating

employee contributions will be reviewed at least once every five years beginning January 1, 1998 (see 2 FAM 118.3 paragraph b(4)).

c. An employee shall agree (by signing the agreement at 2 FAM 118 Exhibit 118.6) to this method of calculating and collecting his or her share of the housing cost, prior to occupying USUN-provided quarters, as a condition of participation in the USUN Housing Program.

d. Employees, in conjunction with USUN administrative personnel, are responsible for terminating withholding when employees stop participation in the housing program. In the event the withholding is not terminated in a timely manner, USUN officials will be responsible for identifying and certifying any employee refunds that may result from late termination.

## **2 FAM 118.7 Official Residence Expenses**

*(TL:GEN-296; 10-01-1999)*

Section 9 of the UNPA authorizes allowances for unusual expenses incident to the operation and maintenance of the living quarters of the Permanent Representative and the Deputy Permanent Representative. Such allowances are to be considered for all purposes as authorized by the Administrative Expenses Act of 1946, as amended by Section 311 of the Overseas Allowances and Differentials Act, and shall be administered in accordance with the applicable provisions of Chapter 400 of the Standardized Regulations (Government Civilians, Foreign Areas) and 3 FAM 3250. See 5 U.S.C. 5913.

## **2 FAM 119 MISCELLANEOUS**

### **2 FAM 119.1 Post Telephone Directories**

*(TL:GEN-296; 10-01-1999)*

a. Develop and distribute telephone directories using common sense. Generally a directory will contain names, offices, and work telephone numbers. Posts may vary this as appropriate, but consider security issues.

b. Lists containing personal information, such as home telephone numbers and residence address, are more properly kept in the personnel section and the emergency action plan.

### **2 FAM 119.2 Postage Stamps Requests**

*(TL:GEN-296; 10-01-1999)*

a. Posts may furnish small lots of canceled postage stamps to individual collectors (especially schools/classes) in reply to requests,



provided that no employee is diverted from doing their work. Do not fill requests from commercial stamp companies. If you send stamps, a response letter is unnecessary. Do not fill requests for uncanceled stamps.

b. If local law prohibits the export of stamps without special license, you may want to so inform the requester, using a standard letter if the volume of inquiries warrants.

c. Send any responses by the most economic way. It is preferable that requesters include self-addressed stamped envelopes.

**2 FAM 111 Exhibit 111.3**  
**TEXTS OF NATIONAL SECURITY DECISION**  
**DIRECTIVE (NSDD) 38 AND GUIDELINES**

*(TL:GEN-296; 10-01-1999)*

THE WHITE HOUSE  
WASHINGTON

June 2, 1982

National Security Decision Directive Number 38

STAFFING AT DIPLOMATIC MISSIONS  
AND THEIR CONSTITUENT POSTS

This directive supersedes the directive of October 14, 1974 and subsequent directives governing the Monitoring Overseas Direct Employment (MODE) system.

In accordance with my letter to Chiefs of Mission, and the memorandum of September 22, 1981, conveying it to heads of Executive Departments and Agencies, all agencies with staffs operating under the authority of Chiefs of Mission will ensure that, in coordination with the Department of State, the Chiefs of Missions' approval is sought on any proposed changes in the size, composition, or mandate of such staff elements. Departments and agencies wishing to initiate changes should transmit their proposals to Chiefs of Missions in consultation with the Department of State. In the event the Secretary of State or his designee is unable promptly to resolve to the satisfaction of the parties concerned any disputes which may arise between Chiefs of Mission and Agency Heads or his designee, the Secretary of State and the other Agency Head concerned will present the differing views to me for decision through the Assistant to the President for National Security Affairs. Formal acknowledgment of changes approved by Chiefs of Mission or determined by me shall be transmitted to diplomatic missions by the Department of State. Overseas staffing of elements with U.S. diplomatic missions abroad shall conform to decisions reached in accordance with the above procedures and decisions made through the budgetary process.

## **Continuation—2 FAM 111 Exhibit 111.3**

Departments and agencies will keep the Department of State informed as to current and projected overseas staffing authorizations for each diplomatic post, differentiating between the number of U.S. personnel and the number of foreign national personnel authorized for each post. The Department of State shall maintain a current record of staffing authorizations for each overseas post. Agencies will cooperate with the Department of State in providing data including any data needed to meet special reporting requirements.

The Department of State, in consultation with concerned agencies, will develop guidelines by July 1, 1982 for my approval to implement this directive.

*(signed)*

Ronald Reagan

## **Continuation—2 FAM 111 Exhibit 111.3**

### **NSDD 38 GUIDELINES (07/13/1982)**

These guidelines are issued pursuant to the Presidential Directive of 2 June 1982 on Staffing at Diplomatic Missions and Constituent Posts. These guidelines replace all guidelines and other agreements previously in effect under the Monitoring Overseas Direct Employment (MODE) system.

The purpose of the Directive and these guidelines is to allow the flexible, systematic and expeditious deployment and management of personnel of all U.S. Government Agencies operating under the authority of Chiefs of Mission in support of U.S. foreign policy objectives.

These guidelines will ensure that the approval of Chiefs of Mission is sought by U.S. Government Agencies on proposed staffing changes for activities operating under the authority of Chiefs of Mission. The Chiefs of Mission will transmit their views on overseas presence to the Department of State, as department and agency representatives will communicate with their respective department/agency headquarters in this regard.

These guidelines also provide for the resolution of disagreements, should such arise between the Chiefs of Mission and department/agency representatives and between the Department of State and department/agency heads.

#### **A. Requests for Changes in Staffing**

Preliminary or exploratory consultation by the requesting agency with the Chief of Mission regarding staffing changes is encouraged. Such informal proposals may be initiated in Washington or by agency overseas representatives.

Formal requests for approval of staffing changes as required by the Directive must be made by the cognizant Agency to the Chief of Mission in consultation with the Department of State. Copies of such requests will be provided to the Department of State.

## **Continuation—2 FAM 111 Exhibit 111.3**

The Chief of Mission will convey his views on formal requests to the Department of State. The point of contact in the Department of State for such matters is the Office of Management Operations (M/MO), Room 7427 [since changed to the Office of Management Policy and Planning, M/P, Room 5214], Attention: Assistant for Overseas Positions. The Chief of Mission's response to the formal request should be addressed to that office for action. Copies of requests and responses will be given to the appropriate regional and functional bureaus in the Department of State and the requesting agency.

### **B. Resolution of Disagreements**

If there are disagreements over staffing levels between Chiefs of Mission and Agency heads, the views of both parties will be forwarded to M/MO [M/P] for immediate presentation to the Secretary of State for decision within 15 working days of receipt from M/MO [M/P].

If the Secretary of State is unable to resolve the issue to the satisfaction of the parties concerned, the Secretary and the Agency head concerned will present their respective views to the President for decision through the Assistant to the President for National Security Affairs.

### **C. Formal acknowledgment of Changes**

Changes in staffing levels at individual posts reached in accordance with the above procedures will be provided by telegram from the Department of State to the Chief of Mission, and the agencies concerned.

### **D. Staffing Authorization Records**

The Department of State shall maintain a current record of staffing authorization for each overseas post. Staffing authorization is defined as all full-time, permanent, direct-hire, United States Government employees including Foreign Nationals, and United States Military Personnel under the authority of a Mission Chief.

Departments and agencies will provide the current and projected overseas staffing, authorization information, required by the directive, to the Department of State, Office of Management Operations (M/MO), Room 7427, [since changed to the Office of Management Policy and Planning (M/P), Room 5214], Attention: Assistant for Overseas Positions. That official will solicit additional information from departments and agencies when necessary to meet special reporting requirements as established by statute or as levied by the NSC, OMB, or the Congress.

## Continuation—2 FAM 111 Exhibit 111.3

### NSDD 38 CHECKLIST

This NSDD 38 checklist is intended to guide drafters as they prepare position change proposals affecting the size, composition, or mandate of their agency's staffing at U.S. missions abroad. The information solicited below will help expedite the processing of your requests. For further assistance, please call your agency representative in the Department of State, Office of Management Policy and Planning (M/P), Room 5214, 202-647-0093/3796, facsimile (202) 647-2524.

1. **DATE:** Date signed by requesting official (in sponsoring agency/activity.)
2. **USG DEPARTMENT:** Name of parent agency: e.g., Agriculture, Defense, Commerce, Justice, Treasury, etc.
3. **ACTIVITY:** Name or acronym of "sub-unit" within your Department: e.g., FAS, APHIS, DSCA, DCMDI, NOAA, US&FCS, FBI, DEA, USSS, Customs, etc.
4. **LOCATION:** City and country (e.g., London, UK) where the position is or will be located.
5. **ACTIVITY'S CURRENT POSITION TOTAL:** How many and what kinds of positions **POSITION** does this activity have currently in this city and in this country.
6. **TYPES OF POSITION(S) REQUESTED OR TO BE CHANGED:**
  - U.S. DIRECT-HIRE: (USDH)** Full-time (FT), permanent, USG direct-hire position filled by U.S. citizen (hired from the U.S. or locally).

**Note:** "Permanent" means any position in place or filled for more than one year.

**FOREIGN NATIONAL DIRECT-HIRE: (FNDH)** Full-time, permanent, direct-hire, USG position filled by a Foreign National (FN) or a third country national (TCN.)

**OTHER:** Participating Agency Service Agreement (PASA), International Development Intern (IDI), Junior Officer Trainee (JOT), etc.

**Note:** An NSDD 38 proposal should also identify any non-NSDD 38 (e.g., contractor, part-time, intermittent, or temporary) position changes associated with the proposal so that the COM can consider **all** of the staffing implications while making his or her decision.

## Continuation—2 FAM 111 Exhibit 111.3

7. **TITLE AND GRADE:** Title and grade of position(s) and position number(s). For position increases, include to whom incumbent will report.
8. **JUSTIFICATION:**
- a) **For Increases:** include a detailed description of duties to be performed; a clear, specific, and complete discussion of this position's relationship to your Department/Activity and the U.S. mission's goals and objectives and how they will be met by establishing this position; reasons for selecting this post; why this function has to be performed abroad, etc.
  - b) **For Decreases:** explain what event(s) changed the need for this position; will the position's functions be met in the future; who will be responsible?
9. **SUPPORT IMPLICATIONS:** For position increases, provide detailed and specific information regarding (1) what support is expected or requested of post (e.g., does the position need office space, pouch or check cashing services, or classified equipment?), (2) your activity's support reimbursement or direct-charge plan, and (3) whether your agency will provide any support/resources to the post.
10. **REQUESTING OFFICIAL:** Agency official with sufficient authority to make this proposal. Agency should determine appropriate person.
11. **TIMING:** Date (month, day, and year) position change is planned. (ICASS charges for new positions may begin on this date.)

**PLEASE NOTE:** For the most expeditious processing, the following paragraph should be included at the beginning of each position change proposal that is sent by an agency directly to post.

**The following provides a formal NSDD 38 proposal to change the size, composition, or mandate of full-time, permanent USG positions in (city, country). A copy has been forwarded to the Department of State, M/P. In accordance with NSDD 38, M/P will gather from concerned State offices comments on the merits and implications of this proposal and forward them to you for your consideration in making your final decision. No post action is required at this time. However, if you have not received comments within two weeks of receipt of this proposal, please notify M/P.**

**2 FAM 111 Exhibit 111.3i**  
**TEXT OF MEMORANDUM OF**  
**UNDERSTANDING BETWEEN THE**  
**DEPARTMENT OF STATE AND THE**  
**DEPARTMENT OF DEFENSE ON SECURITY**  
**OF DOD ELEMENTS AND PERSONNEL IN**  
**FOREIGN AREAS OF DECEMBER 16, 1997**

*(TL:GEN-296; 10-01-1999)*

**I. Authority and Purpose**

This memorandum of understanding (MOU) is entered into between the Department of State (DOS) and the Department of Defense (DOD) in accordance with the Omnibus Diplomatic Security and Antiterrorism Act of 1986, as amended, 22 U.S.C. 4801 *et seq.* (Diplomatic Security Act). Nothing in this MOU shall be construed to limit or affect chief of mission (COM) or United States area military commander (combatant commander in chief with geographic responsibilities (CINC) authority.

The purpose of this MOU is to define clearly the authority and responsibility for the security of DOD elements and personnel in foreign areas not under the Command of a CINC.

**II. Countries Covered by this MOU**

a. The countries covered by this MOU (hereinafter referred to as the "covered countries") are listed in attachment A.

b. A country may be added to the list of covered countries by written agreement of the parties, signed by the secretaries of state and defense or by their representatives designated pursuant to section V(b). Any such addition shall be effective immediately upon signature by both parties, unless the parties agree to a different effective date.

c. A country may be deleted from the list of covered countries by written notice from either party, signed by the Secretary of State or defense or by the representative of either designated pursuant to section V(b). Any such deletion shall become effective sixty days from the date of such notice, unless the parties agree to a different period.

d. The assumption by the Secretary of Defense of security responsibility for DOD elements and personnel in a covered country shall become effective at the time specified in section III(e).



## **Continuation—2 FAM 111 Exhibit 111.3i**

### **III. Allocation of Security Responsibility for DOD Elements and Personnel**

a. Pursuant to 10 U.S.C. 164 and 22 U.S.C. 4802, the Secretary of Defense and the CINC are responsible within the covered countries for the security of all DOD elements and personnel under command of the CINC. Nothing in this MOU alters or affects the responsibility of the Secretary of Defense and the CINC for the security of such elements or personnel.

b. Pursuant to 22 U.S.C. 4802, the Secretary of State is responsible within the covered countries for developing and implementing policies and programs to provide for the security of DOD elements and personnel not under the command of the CINC. Pursuant to this MOU, and in accordance with 22 U.S.C. 4802 and 4805(a), the Secretary of State and the Secretary of Defense have agreed that the Secretary of Defense and his delegees shall assume responsibility for providing for the security of such DOD elements and personnel in the covered countries, subject to the standards, limitations and exceptions set out in this MOU.

c. In accordance with 22 U.S.C. 4805(a), the Secretary of State retains ultimate authority and responsibility for the security of the DOD elements and personnel covered by paragraph b of this section, and the Secretary of Defense shall be responsible to the Secretary of State for the exercise of the responsibilities assumed under this MOU.

d. Notwithstanding paragraph b of this section, the Secretary of State shall retain responsibility for the security of the following DOD elements and personnel in the covered countries:

1. Defense attaché offices;
2. Marine Security Guard detachments;
3. DOD personnel detailed to other U.S. Government departments or agencies;
4. DOD elements or personnel that are specifically enumerated in a written agreement between DOS and DOD pursuant to this MOU; and
5. DOD elements or personnel, to include CINC-assigned forces, for which security responsibility has been assumed by the COM in a covered country, pursuant to a written agreement entered into by the COM and the CINC. Any such agreement shall generally follow the format provided in attachment B.

## **Continuation—2 FAM 111 Exhibit 111.3i**

(a) Such an agreement may also address other aspects of implementation of this MOU, as deemed appropriate by the COM and the CINC.

(b) DOD units, or personnel not assigned to units, which are on temporary duty shall remain under the security responsibility of the Secretary of Defense unless they are included in such an agreement. The COM and CINC shall consider such personnel for inclusion in such an agreement prior to their arrival in country or, when prior consideration is not possible, promptly upon their arrival.

e. 1. For each covered country, the assumption of security responsibility by the Secretary of Defense pursuant to section iii shall become effective immediately upon signature of an agreement between the COM and the CINC pursuant to section iii(d)(5), or upon the ninetieth day after the inclusion of the country on the list of covered countries (attachment A), whichever occurs first.

2. In the countries formerly covered by the memorandum of understanding between the department of state and the department of defense on security on the Arabian Peninsula, signed September 15, 1996 (Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates, and Yemen), the assumption of security responsibility by the Secretary of Defense pursuant to the MOU shall continue without interruption. All agreements between the CINC and the COMs of these countries implementing the earlier MOU shall continue in full force and effect, and shall be deemed to be agreements pursuant to section III(d)(5) of this MOU.

### **IV. Standards**

a. DOD elements and personnel under the security responsibility of DOS pursuant to this MOU shall comply with overseas security policy board (OSPB) security standards and shall coordinate the security programs through the U.S. Defense Representative (USDR) with the COM.

## **Continuation—2 FAM 111 Exhibit 111.3i**

b. DOD elements and personnel which are under COM authority but under the security responsibility of DOD pursuant to this MOU shall comply with DOD security standards and shall coordinate the security programs with the COM and the CINC through the USDR. In the event that the COM concludes that these standards are not appropriate as applied to a specific element or category of elements, the COM and the CINC shall agree to an alternative standard. If the COM and CINC are unable to agree, they shall refer the matter promptly to Washington for resolution under the procedures described in section V(b).

c. The COM and the CINC shall make every effort to consult and coordinate responses to common threat levels.

### **V. Implementation, Coordination and Dispute Resolution**

a. In each covered country, the COM and the CINC, acting when appropriate through their designated representatives, shall serve as the delegates of the Secretary of State and the Secretary of Defense, respectively, for implementation and coordination under this MOU. In any covered country not within the geographic authority of a CINC, the Secretary of Defense shall designate a CINC for security responsibility under this MOU and shall provide written notification to the Secretary of State of this designation.

1. The designated representatives of the COM and the CINC shall consult as frequently as necessary to review the implementation of this MOU.

2. Among other things, the COM and CINC shall ensure that DOD personnel on temporary duty or not assigned to units are considered promptly for possible inclusion in an agreement pursuant to section III(d)(5).

3. In the event that issues arise under this MOU that the COM and CINC are unable to resolve, they shall promptly refer such issues to the Washington representatives designated by the Secretary of State and the Secretary of Defense for resolution.

b. The Secretary of State and the Secretary of Defense shall designate representatives to meet as frequently as necessary, but no less often than quarterly, for the purpose of reviewing the implementation of this MOU.

## **Continuation—2 FAM 111 Exhibit 111.3i**

1. In the event that the implementation of this MOU gives rise to differences between the COM and the CINC in a covered country, they shall refer the matter to Washington so that the representatives designated by the secretaries may attempt to resolve the differences.

2. In the event that the secretaries' representatives are unable to resolve any such difference, or any other issue that may arise under this MOU, they shall promptly refer the matter to the under Secretary of State for management and the under Secretary of Defense for policy for resolution.

3. In the event that any matter cannot be resolved under the procedures specified above, it shall be referred to the Secretary of State and the Secretary of Defense for resolution.

### **VI. Chief of Mission Authority**

a. This MOU affects only the allocation of responsibility for the security of DOD elements and personnel in the covered countries that are not under the Command of a CINC. The authorities of the COM, including those under section 207 of the foreign service act of 1980, 22 U.S.C. 3927, and nsdd-38, shall not be altered or affected by this MOU. Except for the allocation of security responsibilities under this MOU, the responsibilities of the COMs under the president's letter of instruction to chiefs of mission shall not be altered or affected. Pursuant to 22 U.S.C. 2321i(e), DOS and DOD specifically confirm that security assistance organization elements and personnel remain at all times subject to the authority of the COM.

b. The COM in each covered country shall retain responsibility for liaison with host-country authorities concerning security issues affecting DOD elements and personnel that are not under the Command of the CINC. The CINC's representative shall have authority to consult directly with local and provincial officials on security matters affecting DOD elements and personnel over which he exercises security responsibility pursuant to this MOU, but shall coordinate with the COM's representative in advance for such liaison activities with national authorities at the national seat of government. Notwithstanding the above, the CINC's representatives shall, in every case, ensure that the COM is fully and currently informed of any liaison activities relating to the security of those DOD elements and personnel that are under the security responsibility, but not the Command, of the CINC.

## **Continuation—2 FAM 111 Exhibit 111.3i**

c. In accordance with section 207 of the Foreign Service Act of 1980 and the president's letter of instruction, the COMs in each covered country and the CINC shall continue to keep each other currently informed and cooperate on all matters of mutual interest.

### **VII. Identification of DOD Elements and Personnel**

a. In order to facilitate the implementation of this MOU, to permit the effective exercise of COM authority where applicable, and to clarify the respective authorities and responsibilities of DOS and DOD in the covered countries, DOD, with input from DOS, shall provide to DOS an inclusive list of all DOD elements and personnel within the covered countries, and shall indicate which are under the command of the CINC. The list shall be updated every 6 months.

b. In addition, DOD units, or personnel not assigned to units, which are on temporary duty to DOD activities under COM authority shall be notified separately to the COM prior to their arrival in country or, when this is not possible, promptly upon their arrival. CINC-assigned forces shall comply with the applicable provisions of the DOD foreign clearance guide.

c. It is understood between the parties that all DOD elements and personnel in the covered countries identified as not under CINC Command remain under COM authority, as provided in section VI, but that security responsibility for such elements and personnel is assumed by DOD, unless security responsibility is otherwise allocated pursuant to this MOU.

### **VIII. Funding**

a. Administrative support costs for DOD personnel shall be determined in accordance with the applicable reimbursement procedures then in effect.

b. DOD shall be responsible for funding the development and implementation of security programs for DOD elements and personnel for which it assumes responsibility under this MOU.

## **Continuation—2 FAM 111 Exhibit 111.3i**

### **IX. Other Agreements and Arrangements**

All existing agreements and arrangements, however styled, between DOS and DOD shall remain in force to the extent that they do not conflict with the provisions of this MOU. The memorandum of understanding between the Department of State and the Department of Defense on security on the Arabian Peninsula, signed September 15, 1996, is superseded by this MOU. All implementing agreements between the CINC and the COMs of the countries formerly covered by that MOU shall continue in full force and effect and shall be deemed to be agreements pursuant to section III(d)(5) of this MOU.

### **X. Implementation and Termination**

a. This MOU shall become effective immediately upon signature by the representatives of DOS and DOD designated below. It shall remain in force until terminated.

b. This MOU may be terminated by either party. Termination shall occur sixty days after a party gives notice of its intention to terminate, unless the parties agree to a different period.

Signed:

Madeleine K. Albright  
Secretary of State  
Date: December 2, 1997

William S. Cohen  
Secretary of Defense  
Date: December 16, 1997

### **Attachment A**

Countries covered by the MOU

Bahrain	Saudi Arabia
Kuwait	Turkey
Oman	United Arab Emirates
Qatar	Yemen
Republic of the Marshall Islands	

## **Continuation—2 FAM 111 Exhibit 111.3i**

### **Attachment B**

(note: this model agreement provides the suggested format for COM-CINC local implementing agreements. The specific provisions are illustrative only. Coms and CINCs need not address all topics suggested here, and may address topics not included.)

#### **Model Memorandum of Agreement**

Pursuant to the Memorandum of Understanding (MOU), dated December 16, 1997, signed between the Secretary of State and the Secretary of Defense, the Chief of Mission (COM) of the American Embassy (country), and USCINC(---), exercising the respective authority of the Secretary of State and Secretary of Defense, hereby agree to the following provisions for implementing the MOU in (country):

1. Chief of Mission responsibility: the COM shall have security responsibility for the DOD elements and personnel (including dependents) identified in annex a. These elements and personnel include those specified in MOU section III. D. (1) - (3) (the defense attache office, the marine security guard detachment, and DOD personnel detailed to other USG departments or agencies), and those that the COM and CINC agree shall be under COM security responsibility pursuant to MOU section iii. D. (5). These elements and personnel will be integrated with all other agencies represented at the mission with regard to security briefings, personnel identification programs, residential surveys and the embassy emergency action plan.

2. Commander in chief responsibility: USCINC(---) shall have the security responsibility for all other DOD elements and personnel (annex b), except those specifically enumerated in annex a. The USDR will remain the single point of contact for the COM in dealing with military issues. The (designee) will be the USCINC(---) representative for overall coordination of security issues. The (designee) will coordinate with the COM through the USDR. Likewise, the usdr will coordinate all COM security issues with the (designee) as well as with other appropriate commanders. Commanders of USCINC(---) Component units stationed in (country) will coordinate security measures with the COM, via the USDR.

## **Continuation—2 FAM 111 Exhibit 111.3i**

3. Temporary duty personnel: security for personnel on temporary duty to (country) will generally be the responsibility of USCINC(---). However, those military and civilian personnel and their dependents assigned temporary duty to (country) in support of an element under the COM (annex A) shall be the security responsibility of the COM. The country clearance and deployment temporary duty orders will specify the authority responsible for security.

4. Emergency Action Committee (EAC): the EAC has primary responsibility for evaluating information pertaining to the security of americans, and for establishing DOS threat levels. It includes a participant from each USCINC(---) Component with military forces in (country), and the USDR.

5. Host nation coordination: the COM will continue to have the primary responsibility for contact and coordination with the government of (country) regarding security issues. USCINC(---) will continue to conduct mil-to-mil contacts.

6. COM/USCINC(---) coordination: the COM and USCINC(---) shall, in accordance with the MOU, continue to keep each other currently informed on all issues affecting security, including threatcon status. They will ensure that a full exchange of information affecting threat protective measures and threat levels for U.S. Government entities in (country) is coordinated closely to reduce differences in standards of protection.

Signed:

Chief of Mission  
American Embassy (country)

Commander in Chief  
United States (---) Command

### **Annex A DOD Elements and Personnel Under the Security Responsibility of the Chief of Mission**

A.1.Defense attache offices

A.2.Marine Security Guard detachments

A.3.DOD personnel detailed to other USG departments or agencies

A.4.Other DOD elements and personnel, to include CINC-assigned forces, that the COM and the CINC agree shall be under COM security responsibility:

[list]



## **Continuation—2 FAM 111 Exhibit 111.3i**

A.5.DOD temporary duty (TDY) personnel assigned in support of an element under COM authority, whose country clearance and deployment TDY orders specify the COM as responsible for security.

### **Annex B DOD Elements and Personnel Under the Security Responsibility of the Combatant Commander in Chief**

B.1.CINC-assigned forces:

[list]

B.2.All other DOD elements and personnel, except those specifically enumerated in Annex A:

[list]

**2 FAM 111 Exhibit 111.3j**  
**TEXT OF DEPARTMENT OF STATE/GENERAL**  
**ACCOUNTING OFFICE MEMORANDUM OF**  
**UNDERSTANDING OF 12/15/88**

*(TL:GEN-296; 10-01-1999)*

The General Accounting Office and the Department of State are entering into this understanding in order to ensure that the General Accounting Office and U.S. Chiefs of Mission may effectively carry out their respective duties overseas.

For purposes not concerning their overseas audit, investigation, and evaluation-related activities, GAO personnel operating in a foreign country will be subject to the authority of the U.S. Chief of Mission. The General Accounting Office will coordinate its overseas audit, investigation, evaluation and other official activities with the appropriate U.S. Chief of Mission or principal officer in any country where the General Accounting Office is engaging in these activities, and will consider his or her views with respect to the conduct of those activities. Consistent with applicable laws, regulations and directives, chiefs of mission will cooperate with General Accounting Office audits, investigations, evaluations, and other official activities.

Any disagreements which cannot be directly resolved by chiefs of mission and GAO personnel will be referred to the Assistant Comptroller General for Operations of the General Accounting Office and the Under Secretary for Management of the Department of State, or their representatives, for joint and expeditious resolution. As long as Washington discussions are continuing by mutual consent, neither party will act unilaterally.

In the case of General Accounting Office personnel assigned to a post in a foreign country, the Department of State will identify those personnel to the government of the host country as members of a diplomatic post's administrative and technical staff if the General Accounting Officer personnel are assigned to an embassy, or as employees of a consular post if the General Accounting Office personnel are assigned to a consular post. GAO will provide advance notice of any proposed increases in levels of overseas staffing to chiefs of mission, and any disagreement between the General Accounting Office and chiefs of mission on staffing increases will be resolved jointly by the Comptroller General and the Secretary of State.

## **Continuation—2 FAM 111 Exhibit 111.3j**

At the request of either party, the General Accounting Office and the Department of State will review this understanding and will discuss any proposed changes.

*(signed)*

Ira Goldstein  
Assistant Comptroller General  
for Operations  
General Accounting Office

*(signed)*

Ronald I. Spiers  
Under Secretary  
for Management  
Department of State

**2 FAM 111 Exhibit 111.3k**  
**TEXT OF DEPARTMENT OF STATE/LIBRARY**  
**OF CONGRESS MEMORANDUM OF**  
**UNDERSTANDING OF 03/14/89**

*(TL:GEN-296; 10-01-1999)*

Recognizing that Library of Congress overseas offices serve as an acquisitions function of the U.S. Congress, the Library and the Department of State are entering into this understanding in order to ensure that Library personnel overseas and U.S. Chiefs of Mission may effectively carry out their respective duties.

Library of Congress personnel stationed in a foreign country will be subject to the authority of the U.S. Chief of Mission. Library personnel will keep the appropriate Chief of Mission or principal officer informed of their activities and operations in that country. Consistent with applicable laws, regulations and directives, Chiefs of Mission will cooperate with Library personnel in the performance of their official activities. For the period of their assignment in a foreign country, Library employees will be issued diplomatic passports by the Department of State.

The Library of Congress will provide advance notice of any proposed increases in levels of overseas staffing to Chiefs of Mission, and any disagreement between the Library and a Chief of Mission on staffing increases will be resolved jointly by the Librarian of Congress and the Secretary of State.

At the request of either party, the Library of Congress and the Department of State will review this understanding and will discuss any proposed changes.

*(signed)*

James H. Billington  
Librarian of Congress

*(signed)*

Ronald I. Spiers  
Under Secretary for Management

Department of State

## 2 FAM 113 Exhibit 113.3

### DESIGNATED OFFICERS FOR SPECIFIC POST RESPONSIBILITIES

(TL:GEN-308; 09-03-2003)

DESIGNATION	REFERENCE
<b>Budget and Fiscal</b>	
Approving Officer (Cashier Operations)	4 FAH-3 H-393.3-2
Certifying Officers	4 FAH-3 H-066
Funds Control Officer	4 FAH-3 H-133.1
Time and Attendance Clerks	4 FAH-3 H-525.1
<b>Information Management</b>	
Authorized Signing Officers	5 FAM 213
Information Management Officer	5 FAM 543
Post Records Officer	5 FAM 413.8
Pouch Control Officer	5 FAM 331, 5 FAH-10 H-514
Telegram Approving Officers	5 FAM 215.2
<b>General</b>	
Claims Assistance Officer	6 FAM 313, 162.3-4
Claims Investigating Officer	6 FAM 314
Duty Officers and Employees	2 FAM 115.3
Post Language Officer	3 FAM 2735.1-1
Protocol Officer	2 FAM 311
<b>General Services</b>	
Accountable Property Officer	6 FAM 221.6-2
Authorizing and Approving Officer (Travel)	6 FAM 121
Post Library Officer	6 FAM 913.2
Post Occupational Safety and Health Officer	6 FAM 614.2
Property Disposal Officer	6 FAM 221.6-3
Property Management Officer	6 FAM 221.6-1
Property Survey Board	6 FAM 226.5-2
Property Survey Review Board	6 FAM 226.5-3
Receipt and Inspection Responsibility	6 FAM 223.3

**Continuation—2 FAM 113 Exhibit 113.3-3**

<b>Human Resources</b>	
Approving Officer (Representation Allowances)	3 FAH-1 H-3242
Authorizing Officer (Applications for Allowances)	3 FAM 3211.2
Review Panels	3 FAH-1 H-2817.1
Equal Opportunity Employment Counselor	3 FAM 1514
Post Medical Officer	3 FAM 1900 Appendix A
<b>Political Affairs</b>	
Biographic Information Coordinator	2 FAM 113.3
Human Rights Officer	2 FAM 1113.4
Map and Publications Procurement Officer	2 FAM 113.3
<b>Special Consular Services</b>	
Selective Service Registrars	7 FAM 1269.3
Voting Officer	7 FAM 1510
<b>Security</b>	
COMSEC (Communications Security) Custodian (and alternate) <b>NOTE:</b> A current cryptographic clearance is a prerequisite to appointment.	5 FAM 982.3, 12 FAM 664.3
Information Systems Security Officer	12 FAM 613.8
Post Security Officer	12 FAM 423.2
Unit Security Officer	12 FAM 423.5

## 2 FAM 116 Exhibit 116.3

### SUGGESTED GUIDELINES ON SERVICES TO PROVIDE TO U.S. CITIZEN VISITORS

(TL:GEN-296; 10-01-1999)

#### COUNTRIES WITH WELL-DEVELOPED TRAVEL INFRASTRUCTURE (See 2 FAM 116.3-1)

SERVICES	VISITOR CATEGORY (Identified in 2 FAM 116.3-2)					
	OFFICIAL			UNOFFICIAL		
	a	b	c	a	b	c
1. Mission officers or other employees to meet at airport	Yes	Yes	No	No	No	No
2. Mission vehicle with driver to meet at airport (if no, visitor should find own way to mission or lodging)	Yes	Yes	No	No	No	No
3. Mission to provide in-town transportation	Yes	Yes	No	No	No	No
4. Mission to arrange accommodations	Yes	Yes	OIR	No	No	No
5. Mission to establish control room	OIR	No	No	No	No	No
6. Mission to assign control officer	Yes	Yes	Yes	Yes	Yes	Yes
7. Mission to prepare programs for working members of visit or party	Yes	OIR	OIR	No	OPT	No
B. Mission to prepare programs for accompanying spouses	Yes	OIR	No	No	No	No
9. Mission to arrange meeting with chief of mission if possible, or with chief of mission's representative	Yes	OPT	OPT	OPT	OPT	OPT
10. Mission to arrange working-level briefing(s) from	Yes	Yes	OPT	OPT	OPT	OPT
11. Mission to arrange representation function(s) if requested	Yes	OPT	OPT	OPT	OPT	OPT
12. Mission to make commissary/mission exchange privileges	Yes	OPT	OPT	No	No	No

**Key: OIR - only if required**  
**OPT - optional**

**Continuation—2 FAM 116 Exhibit 116.3****COMMUNIST COUNTRIES OR OTHER AUTHORITARIAN COUNTRIES  
WITH STRICT TRAVEL CONTROLS**

(See 2 FAM 116.3-1)

**VISITOR CATEGORY**  
(Identified in 2 FAM 116.3-2)

<b>SERVICES</b>	<b>OFFICIAL</b>			<b>UNOFFICIAL</b>		
	<b>a</b>	<b>b</b>	<b>c</b>	<b>a</b>	<b>b</b>	<b>c</b>
1. Mission officers or other employees to meet at airport	Yes	Yes	OPT	OPT	OPT	OPT
2. Mission vehicle with driver to meet at airport (if no, visitor should find own way to mission or lodging)	Yes	Yes	OPT	OPT	OPT	OPT
3. Mission to provide in-town transportation	Yes	Yes	OPT	OPT	OPT	OPT
4. Mission to arrange accommodations	Yes	Yes	Yes	OIR	OIR	OIR
5. Mission to establish control room	OIR	No	No	No	No	No
6. Mission to assign control officer	Yes	Yes	Yes	Yes	Yes	Yes
7. Mission to prepare programs for working members of visit or party	Yes	Yes	Yes	OIR	OIR	No
8. Mission to prepare programs for accompanying spouses	Yes	Yes	Yes	No	No	No
9. Mission to arrange meeting with chief of mission if possible, or with chief of mission's representative	Yes	Yes	OPT	OPT	OPT	OPT
10. Mission to arrange working-level briefing(s) from	Yes	Yes	Yes	OPT	OPT	OPT
11. Mission to arrange representation function(s) If requested	Yes	OPT	OPT	OPT	OPT	OPT
12. Mission to make commissary/mission exchange privileges	Yes	Yes	Yes	No	No	No

**Key: OIR - only If required**  
**OPT - optional**



**Continuation—2 FAM 116 Exhibit 116.3**

**COUNTRIES WITH  
POORLY DEVELOPED TRAVEL INFRASTRUCTURE**  
(See 2 FAM 116.3-1)

SERVICES	VISITOR CATEGORY (Identified in 2 FAM 116.3-2)					
	OFFICIAL			UNOFFICIAL		
	a	b	c	a	b	c
1. Mission officers or other employees to meet at airport	Yes	OIR	OPT	No	No	No
2. Mission vehicle with driver to meet at airport (if no, visitor should find own way to mission or lodging)	Yes	OIR	OPT	No	No	No
3. Mission to provide in-town transportation	Yes	OIR	OPT	No	No	No
4. Mission to arrange accommodations	Yes	Yes	Yes	OPT	OPT	OPT
5. Mission to establish control room	OIR	No	No	No	No	No
6. Mission to assign control officer	Yes	Yes	Yes	OPT	Yes	OPT
7. Mission to prepare programs for working members of visit or party	Yes	Yes	Yes	No	OPT	No
8. Mission to prepare programs for accompanying spouses	Yes	Yes	No	No	No	No
9. Mission to arrange meeting with chief of mission if possible, or with chief of mission's representative	Yes	Yes	OPT	OPT	OPT	OPT
10. Mission to arrange working-level briefing(s) from	Yes	Yes	Yes	OPT	OPT	OPT
11. Mission to arrange representation function(s) If requested	Yes	OPT	OPT	OPT	OPT	OPT
12. Mission to make commissary/mission exchange privileges	Yes	OPT	OPT	No	No	No

**Key: OIR - only If required**  
**OPT - optional**

**Continuation—2 FAM 116 Exhibit 116.3**

**COUNTRIES WITH  
RELATIVELY HIGH RISK OF TERRORIST ACTIVITIES  
(See 2 FAM 116.3-1)**

SERVICES	VISITOR CATEGORY (Identified in 2 FAM 116.3-2)					
	OFFICIAL			UNOFFICIAL		
	a	b	c	a	b	c
1. Mission officers or other employees to meet at airport	Yes	Yes	Yes	No	No	No
2. Mission vehicle with driver to meet at airport (if no, visitor should find own way to mission or lodging)	Yes	Yes	Yes	No	No	No
3. Mission to provide in-town transportation	Yes	Yes	Yes	No	No	No
4. Mission to arrange accommodations	Yes	OPT	OPT	No	No	No
5. Mission to establish control room	OIR	No	No	No	No	No
6. Mission to assign control officer	Yes	Yes	Yes	OPT	OPT	OPT
7. Mission to prepare programs for working members of visit or party	Yes	Yes	Yes	OPT	OPT	OPT
8. Mission to prepare programs for accompanying spouses	Yes	Yes	OPT	No	No	No
9. Mission to arrange meeting with chief of mission if possible, or with chief of mission's representative	Yes	Yes	OPT	OPT	OPT	OPT
10. Mission to arrange working-level briefing(s) from	Yes	Yes	Yes	Yes	Yes	Yes
11. Mission to arrange representation function(s) If requested	Yes	Yes	OPT	No	No	No
12. Mission to make commissary/mission exchange privileges	Yes	OPT	OPT	No	No	No

**Key: OIR - only if required  
OPT – optional**

## **2 FAM 118 EXHIBIT 118.6**

### **AGREEMENT FOR PAYROLL WITHHOLDING OF EMPLOYEE SHARE OF USUN HOUSING COST**

(TL:GEN-308; 09-03-2003)

I understand that, as a condition of participation in the USUN Housing Program, I must pay the percentage of my base salary specified below as my contribution toward the cost of the USUN housing provided to me. My annual base salary is \$\_\_\_\_\_, the annual lease cost to USUN of my housing is \$\_\_\_\_\_, and the lease cost as a percentage of base salary is \_\_\_\_%. In accordance with 2 FAM 118.6, I authorize the Department of State to deduct \_\_\_\_% of my base salary each pay period in which I have occupied government-leased housing. The total amount to be withheld from my pay each pay period is \$ \_\_\_\_\_. This amount will continue to be withheld until a new agreement or notice of discontinuance is received by RM/F/DFS/OCF/CAPD. In the event of any change in my base salary or annual lease cost that would affect the amount of withholding, I agree to execute a new agreement upon request.

I understand that my contribution deducted each pay period is calculated in the following way:

**The % of base**

**If the lease cost equals:**

**salary withheld  
per pay period is :**

50% or more of annual base salary	0%
40% or more but less than 50%	2%
35% or more but less than 40%	4%
30% or more but less than 35%	5%
Less than 30%	6%

\_\_\_\_\_  
Printed Name and  
Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date